

The Glasgow School of Art

Student Health & Safety Induction Guidance

September 2017

Policy Control

Title	Student Health & Safety Induction Guidance
Date Approved	Subject to Approval – 19 September 2017 Occupational Health and Safety Committee
Approving Bodies	Occupational Health & Safety Committee
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Supporting Policy	Occupational Health And Safety Policy
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Benchmarking	

Introduction

Under the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety Regulations 1999, The Glasgow School of Art has a responsibility to provide a healthy and safe environment for students, staff and visitors to its premises.

This guidance note is intended to highlight some of the important areas where the school has established safety guidelines and to inform students of their responsibilities for health and safety.

1. Health and Safety Policy and Information

- 1.1 The Glasgow School of Art's Health and Safety Policy is available at <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

The School has an inspection system for buildings and machinery as well as for monitoring safe practices. Any health and safety or building concerns you may have should be brought to the attention of your tutor/programme leader.

- 1.2 As new or revised Health and Safety policy documents are approved, the old versions will be deleted from the Health and Safety pages on the VLE. The VLE currently remains, along with the webpages, a source for Health and Safety information. The guidance documents and forms related to Health and Safety Staff and Student induction can be found at: <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

- 1.3 The Health and Safety Policy is posted at conspicuous points on the premises usually on notice boards.

2. Emergencies and Fire Arrangements

- 2.1 In the event of fire or other emergency requiring evacuation you must:

- leave the building by the quickest route
- follow the procedures appropriate to the situation
- not use lifts
- not stop to collect belongings
- follow instructions given at the time by staff, particularly fire marshals and also the emergency services

If you discover a fire you should follow the procedures detailed on the fire action notice. No persons are expected to fight a fire unless it is safe and they have been trained to do so.

- 2.2 Following an evacuation you must not re-enter the building until the attending Fire Officer or authorised member of staff confirms that it is safe to return.

3. Accident/Incident or Near Miss Reporting ,First Aid and Welfare Facilities

- 3.1 Any accident, incident or near miss should be reported immediately to a member of staff in the area. It is a legal requirement that we maintain records of any accidents/incidents or near

misses which occur on GSA premises or when staff, students or visitors take part in any GSA related activities. If you suffer an injury or are involved in an incident/near miss while on GSA premises or during an off-site activity relating to GSA, you must ensure that it is recorded in the accident/incident book. For more information you should refer to the [Procedure for Reporting Accidents, Incidents and Near Miss Events](#).

3.2 First Aid

First aid is available during normal working hours, names and telephone numbers of the local first aiders are displayed throughout the building. If students feel unwell at any point they should contact their tutor/programme leader or a member of staff.

3.3 Welfare Facilities

Eating and drinking are forbidden in all workshops; however eating and non-alcoholic drinking in studios is permitted, as long as good standards of hygiene and housekeeping are maintained. This is a concession not a right, so please keep your studio tidy.

3.4 Smoking

Smoking is not permitted in any building, at any time, and is against the law. The Glasgow School of Art has a **No Smoking Policy** on all of its premises.

4. Risk Assessments and Related Procedures

4.1 The School has a legal responsibility to ensure that students comply with the safety rules. Before embarking on any activity that has the potential to cause harm, a risk assessment should be carried out. This includes activities such as exhibitions, shows etc. Seek advice from your tutor/programme leader and again refer to the Health and Safety documentation on the Occupational Health and Safety page on GSA's website and the health and safety Virtual Learning Environment (VLE).

4.2 You must not introduce any unauthorised substances or equipment into the School without the prior consent of your tutor/programme leader or technician. All substances require to be assessed in accordance with the Control of Substances Hazardous to Health Regulations before they may be used.

4.3 The [GSA Workstation Self Assessment Form](#) will help to highlight any areas of work station set up which need attention. This can be found on the Occupational Health and Safety page on GSA's website.

4.4 Other activities may also require specific risk assessment, for example, Manual Handling or Noise.

5. General GSA Health and Safety Requirements

5.1 You will be provided with instructions or codes of safe practice covering various aspects of the curriculum including use of machines, hazardous substances, wearing personal protective equipment (PPE), etc. All health and safety rules must be followed, not only for your own health and safety but also that of your fellow students and others who may be affected.

- 5.2** Chemicals solvents and aerosols present a fire risk and health hazard. Please seek permission from your tutor/programme leader and arrange with them to undertake an assessment, before bringing any chemicals solvents or aerosols onto school premises. You must read the manufacturers safety data sheet (MSDS) that comes with your chemicals and be aware of their associated hazards, safe use, PPE, storage and any first aid or fire precautions associated with the material.

You must store all aerosols and chemicals in a suitable cabinet when not in use. Any hazardous or flammable items found lying about at the end of the working day, will be removed. It is your responsibility to ensure all your flammable aerosols and chemicals are safety locked away after use.

No aerosols are allowed to be sprayed indoors, unless in a designated spray booth.

This includes:

- spray paints
- fixatives, spray foam
- adhesives
- solvent sprays
- any flammable aerosols

- 5.3** The use of mains extension cables should be avoided. If their use is unavoidable they must be secured and kept away from walkways. All School equipment is checked for electrical safety on an annual basis and a pass sticker attached. Please do not bring any electrical equipment from home to the studio until they have been checked for safety by the School's Technician service or an electrician, this will be organised by the tutor/programme leader or technical staff. For further guidance refer to the [GSA Guide to Safe Use of Electrical Extension Systems](#).

- 5.4** Students should not operate machinery or equipment unless instructed on how to operate safely. The main workshops operate a "passport system" – this will be explained during a workshop induction if required.

- 5.5** Students will be made aware of any area/activities which may require Personal Protective Equipment.

- 5.6** Students, visitors and others have a duty to adhere to GSA's policies and procedures and to co-operate with GSA in health and safety matters. Each person must take reasonable care of their own health and safety but also that of others.

Students, must not disregard, interfere or misuse anything provided in the interests of health and safety. This includes such acts as unauthorised removal of guards from machinery, discharging fire extinguishers without proper cause, removing or obliterating safety notices.

This is a legal duty set out in The Health and Safety at Work etc. Act 1974 Section 8 which states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

A breach of this section is a criminal offence.

6. Work Outside Hours

During periods, defined by GSA Estates as being out of hours, student must only undertake low risk activities.

Here are some examples as to what may be considered a 'low risk' activity:

- Desk based study and office type tasks
- Computer based studies
- Sketching and painting

Low risk activities would **NOT** include:

- Use of hand or power cutting tools (saws, chisels, drills, grinders)
- Work with flammable materials (including aerosols, hot waxes, hot air guns, oil based paints etc)
- Work with chemicals, resins or waxes
- Work at height – this includes use of ladders/step ladders
- Any work impacting on the structure of the buildings
- Any 'workshop type' activities

Wherever reasonably practicable, work should be contained within recognised working hours. For further guidance you should refer to the [GSA Student Guide to Lone Working](#).

7. Health and Safety Training

Please list any health and safety training requirements on the Student Health and Safety Induction Form.

The Glasgow School of Art strives to ensure a healthy and safe working environment for all staff, students and visitors - we cannot achieve this without the co-operation of all concerned.