

Student Health and Safety Induction



School/Subject/Area

Building

Date

Please tick the relevant sections of your ***Student Health and Safety Induction Form*** in front of you – at the end please sign and return.

House Rules

- Put your phone on silent
- Fire alarm test is expected during induction Yes/No?
- The nearest fire exits are located
[REDACTED]
- Muster point for this building is located:
[REDACTED]
- The nearest toilets are
[REDACTED]

H&S Policy and Manual

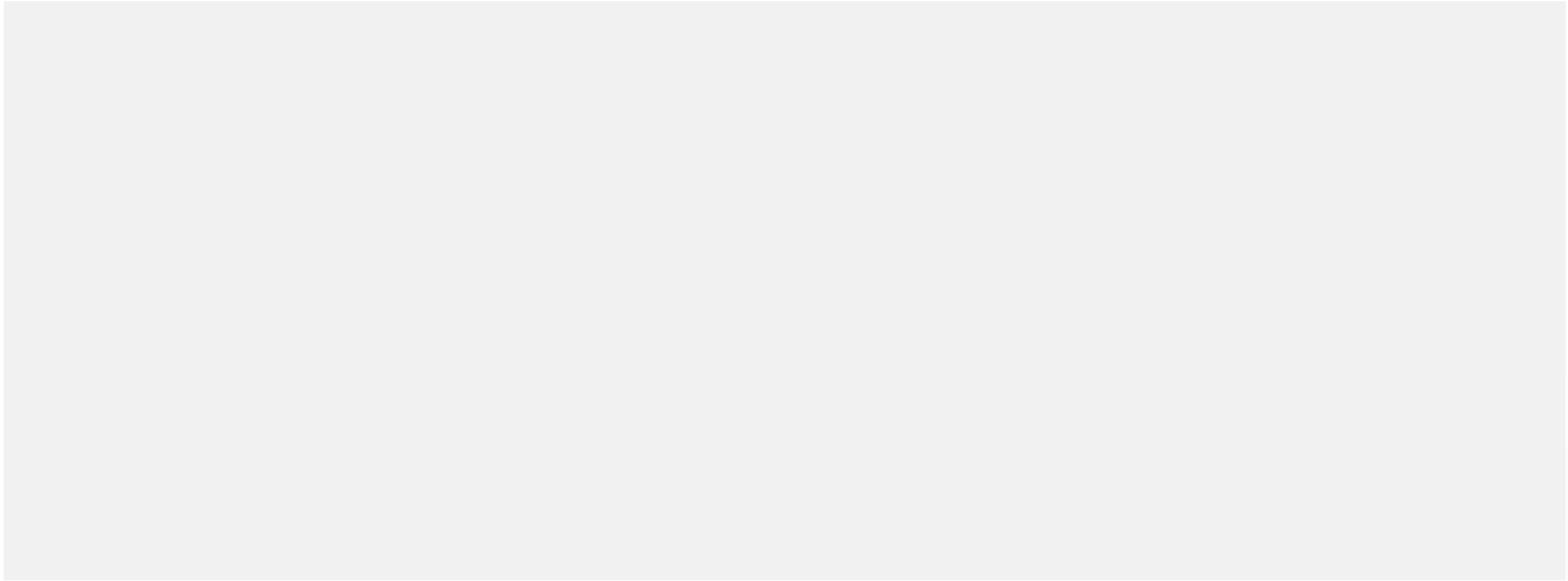
The Glasgow School of Art's *Health and Safety Policy* is available on the Schools website : ***www.gsa.ac.uk*** .

You should also refer to Health and Safety Documentation on the Occupational Health and Safety page on GSA's website : <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

Further guidance can be found within the Health and Safety Manual and Guidance on the health and safety Virtual Learning Environment (VLE): <http://vle.gsa.ac.uk>

Contact Information

If you need to report any Health and Safety issues or seek advice contact your tutor or programme leader in the first instance.



Emergency Procedures

The Fire Alarm sound is [redacted]

It is tested every [redacted]

Should the **FIRE ALARM** sound immediately leave the building by the nearest fire exit.

DO NOT DELAY OR USE ANY LIFT(S).

Familiarise yourself with the **FIRE ACTION NOTICE** If you discover a fire operate the nearest alarm call point. NB. No one is expected to fight a fire unless it is safe and they have been trained to do so.

FIRE ACTION

IN THE EVENT OF A FIRE:

1. Operate the nearest fire alarm
2. [redacted] will call the Fire Brigade
3. Attack the fire only if it is :-
 - a small fire and
 - you have been trained and only if
 - it is safe to do so with the appropriate appliance.
4. Proceed via nearest escape route to the assembly point.

ON HEARING THE ALARM

1. Leave the building by the nearest available exit
2. Close all doors behind you
3. Report to the assembly point

YOUR ASSEMBLY POINT IS:

[redacted]

1. **DO NOT** stop to collect belongings

2. **DO NOT** re-enter the building unless authorised to do so.

Emergency Procedure

The nearest **FIRE EXIT** is :

The **MUSTER POINT** is located :

The **FIRE MARSHAL** for this floor is :

You **must not** re-enter the building until the attending Fire Officer or authorised member of School Staff (usually the Fire Marshal) says it is safe to return.

In the event of an emergency you must follow their instruction.

Reporting an accident/ incident or near miss

Any accident, incident or near miss should be reported immediately to your tutor/programme leader or technical staff in the area.

The Accident Book should be completed as it is a legal requirement that GSA maintains records of any accidents/incidents or near miss which occur on GSA premises or when staff, students or visitors take part in any GSA related activities.

For more information you should refer to the Procedure for Reporting Accidents, Incidents and Near Miss Events.

First Aid

The first aiders in this area are:

The first aid box is located :

Other first aiders are listed on the notice boards located:

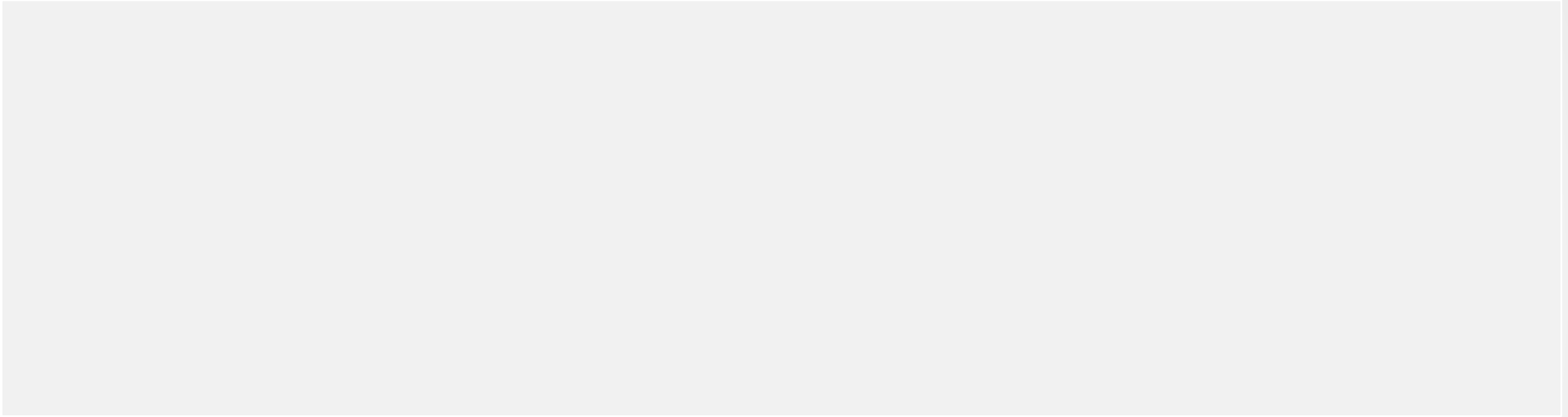
If you feel unwell at any point please contact your tutor/programme leader or a member of staff.

FIRST AID
Your first aiders are:-

The nearest first aid box is situated:-

Welfare

The nearest toilets are :



Smoking is not permitted in any building, at any time, and is against the law.



Risk Assessment

Before embarking on any activity that has the potential to cause harm, a risk assessment should be carried out. This includes activities such as events, exhibitions, shows etc.

Advice regarding risk assessment should be sought from your tutor/programme leader.

Control Of Substances Hazardous to Health

You **must not** introduce any unauthorized substances or equipment into the School without the prior consent of your course 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.



Smoking and naked flames forbidden



Toxic material



Eye protection must be worn



Flammable

Use of Display Screen Equipment

Using a new computer work station is like driving a car someone else has driven before you. Adjust the set up to suit you.

If there are any issues contact your tutor/programme leader for further guidance or refer to the GSA Workstation Self Assessment Form will help to highlight any areas of work station set up which need attention. See also HSE DSE Workstation Checklist for further guidance.

Other Risk Assessments

Other activities may require specific risk assessment. These may include manual handling and/or noise. Further information can be found via your tutor/programme leader.

Housekeeping

- Keep floors and passage ways clear
- Keep workstations clear of obstructions
- Ensure you do not block any fire exits

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All safety rules must be followed, not only for your own safety but also to ensure the safety of your fellow students.

Aerosols

Aerosols present a fire risk and health hazard.

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



No aerosols

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.

Electrical Safety

- All electrical equipment, including personal electrical items should be PAT tested.
- Where mains extension cables are required care should be taken to avoid overloading.
- Extension cables must not be connected together – this is known as “daisy chaining” and is a major fire risk.
- Isolation (on/off switch) to electrical equipment should be accessible at all times.
- Please ensure that floor boxes are correctly used and where further guidance is required refer to the GSA Guide to Safe Use of Electrical Extension Systems.

Safe use of machinery and equipment

Students **must 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.

Personal Protective Equipment

Students will be instructed on the correct use of any Personal Protective Equipment(PPE) provided.

Your Health & Safety Responsibilities

Students have a duty to adhere to GSA's policies and procedures and to co-operate with GSA in occupational health and safety matters.

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

Work Outside Hours

Students should only complete low risk activities while working out of hours on GSA premises. However, the argument for working outside normal working hours should not be used to justify poor planning and undisciplined working arrangements. Wherever reasonably practicable, work should be contained within recognised working hours.

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

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

For further guidance you should refer to the [GSA Student Guide to Lone Working](#).

Training

Any need for further information or training should be discussed with your tutor/programme leader and documented 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.”

Any Questions?