

GSA Student Safety Guidelines*

Do:

- Plan ahead to manage your time efficiently and take regular breaks to avoid tiredness
- Familiarise yourself with the fire plans for all buildings you visit and your nearest exit
- Know your means to escape by reading the relevant signage
- Keep fire doors, exit routes and the floors in work areas, stairs and corridors free of obstruction and ensure doors are closed properly when not in use
- Ask the tutor or technician for advice or assistance if you are unsure of anything
- Report any accident, incident or near miss immediately to your tutor or technical staff in the area
- Ensure all chemicals, including any aerosols, are stored in cabinets provided and are labelled correctly – If you decant liquids into alternative containers do so safely and ensure they are properly labelled (i.e. bottles jars, glasses)
- Wear appropriate clothing and footwear for both the activity and location and remember to wear hair in a fashion or length that is not deemed to constitute a danger when operating equipment or machinery
- Wear any appropriate personal protective equipment provided
- Take care when cutting, particularly when using craft knives or scalpels, cut away from yourself & use cutting boards on a steady surface
- Avoid daisy chaining extension cables and use floor boxes in the correct manner
- Respect kitchen and welfare facilities provided, ensure they are kept clean and hygienic and always wash your hands before and after working especially before and after eating
- Only use radios/music systems with consideration and with agreement of others - no head/earphones whilst operative machinery
- Leave work areas tidy; try not to let rubbish build up as it may present a fire or tripping hazard
- When you are about to finish up remember to:
 - Switch off electrical items
 - Return all tools and materials to storage
 - Ensure items of value/personal belongings are not left unattended
 - Allow any hot equipment to cool before leaving a work area (and carefully check that they ARE sufficiently cool and safe before you go)

Don't:

- Deface or remove signage or any other items or interfere with fire extinguishers, electrical or gas appliances provided in the interests of Health and Safety, it is a criminal offence.
- Bring in any chemicals (in any form, including any gas canisters or cylinders) into GSA without first discussing them, their planned use, storage and disposal with tutors or technical staff.
- Spray aerosols indoors (paints, glues or fixes) at any time, unless in a designated spray booth
- Store paint, white spirit, or any other flammable materials on top of heaters or ducts
- Bring in personal equipment or other appliances without specific permission
- Work in studios alone after normal hours
- Bring devices with open heating elements (toasters, heaters etc.) into GSA buildings
- Work at height without selecting the right equipment and avoid using items like chairs or tables
- Eat or drink in any workshops
- Leave craft knives or scalpels without covers
- Lift heavy/awkward items on your own or without lifting aids and check with your tutor or technician if unsure
- Bring children on to site unless in the circumstances detailed in the Children on School Premises Guidance
- Use live animals in artwork without following the specific rules governing their use
- Consume alcohol on site other than the bar area, or during authorised events.
- Smoke or vape inside any building or areas which allow smoke to re-enter the building

*Failure to follow these Student Safety Guidelines and related detailed GSA Occupational Health and Safety procedures could result in action being taken against the student(s) concerned under the **GSA Student Discipline Procedure**