

Final Examination & Degree Show Exhibition Downtaking Form

This form must be completed before work is removed from the site and downtaking begins. The completed form must be submitted prior to the internal assessment.

Name:

Contact no: (mobile preferably)

Email address:

Area of study?

- Stage 4
- Stage 5
- Master of Architecture by conversion
- Master of Architectural Studies

Is there a specific space proposal attached?

- Yes No

1 Please give a clear description of the methods which you will be doing to remove your work following the final assessment and degree show exhibition, and the time scale in which you plan to do this.

2. If your installation has included painting walls or panels, provide information of how the space will be brought back to its original and usable state.

NOTE: All students will be required to complete a Risk Assessment form, attached.

This form should be completed and returned to your stage leader (BArch/Dip) or programme leader (MArch). Failing to remove your work by advertised deadlines or making good work spaces may incur a charge.

Final Examination & Degree Show

Exhibition Downtaking Risk Assessment

Evaluation of potential risk to yourself, peers, staff and members of the public. To be submitted with your Space Proposal Form.

Name:

Contact no: (mobile preferably)

Email address:

Space Proposal form attached: YES / NO

Please use this form to start to identify what the potential risks might be to both yourself and the audience who may view / interact with your work.

If you answer 'Yes' to any of the questions below, please describe on the other side of this sheet what you think might be the potential risks in this proposal and how you intend to manage the risk to yourself and/or members of the public. Include considerations to the installation and removal of works.

1. Is the work heavy? Yes / No
If yes, how will you move it, might it affect the structure of the space it is in? Yes / No
2. Will the work be in an elevated position? Yes / No
If so, how will you get it into that position, how stable is it, how is it fixed, how will you remove it? Yes / No
3. Could the work fall over? Yes / No
If yes, how will you stabilise it and/or prevent it from damaging the viewer or it's surroundings? Yes / No
4. Does the work require electrical power? Yes / No
If yes, has the electrical equipment been PAT tested, how will you get power safely to the work, if outside how are you going to ensure safety? How will you deal with the wires leading to the electrical device? Yes / No
5. Will you need to use power tools on site? Yes / No
If yes, what are the tools, and are they safe to operate outside, could they provide a danger to you or the public? Yes / No
6. Will you be doing a performance on site? Yes / No
If yes, how are you ensuring both your safety and that of the public? Have you discussed this with your tutor? Yes / No
7. Do any of the materials used in the work fall into any of the following categories: sharp, flammable, toxic, corrosive? Yes / No
If yes, how are you ensuring that you and the public are safe, have you researched the potential hazards and have you taken appropriate action, breathing, eyes, skin etc?
8. Is access to the work difficult or dangerous for you or members of the public? Yes / No

If you have answered yes to any of these questions, how have you identified the dangers and what are you going to do to manage the risk they impose?

Remember that the GSA Lone Working regulations also applies to working in an exhibition space or examination

Identified Risks at Removal:

Proposed Actions:

Your signature:

Date:

Stage leader /Programme leader signature:

Date:

Please note. Your stage leader or programme leader needs to be satisfied that you have identified the potential risks/hazards and have taken all reasonable precautions to minimize them.