

# Degree Examination

## Space Proposal Form

**SCHOOL OF FINE ART**  
**THE GLASGOW**  
**SCHOOL OF ART**

Please fill in this form by completing the boxes below. We will use this information to decide on the allocation of spaces within the Degree Show. This should be submitted **along with** the Risk Assessment form.

<b>Name:</b>
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**Area of Study: (please double click on the box to check it)**

Fine Art Photo	<input type="checkbox"/>	Sculpture & Env Art	<input type="checkbox"/>	Paint & Print	<input type="checkbox"/>
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**What kind of space do you require? (please double click on the box to check it).**

Wall space	<input type="checkbox"/>	Floor Space	<input type="checkbox"/>
Wall and Floor space	<input type="checkbox"/>	Dark space	<input type="checkbox"/>
Other (please describe)			

### PLEASE SUPPLY THE FOLLOWING INFORMATION

**What do you propose to show? e.g.** Video Installation, Painting Installation, Photographic Installation, Sculptural Installation, Site Specific Installation, Work incorporating sound, Other. Please describe and attach any appropriate drawings or diagrams if necessary.

Continued overleaf

Please give an indication as to whether you will be working at height (and thereby require the use of ladders or platform), require the services of an electrician, need to be close to a power supply etc. If you have specific space or resource requirements - i.e. proximity to water, electricity, proximity to a lift for movement of heavy work, etc. please give a detailed description of your reasons and requirements accompanied by any appropriate drawings or diagrams where appropriate.

**NOTE: All students will be required to complete a Risk Assessment form, which follows this section.**

PLEASE EITHER EMAIL THIS FORM AND ATTACHMENTS (saving the file in this format: joebloggs-degreeshowproposal.doc) BY Monday 5<sup>th</sup> March 2018 to your 4<sup>th</sup> Year Tutor **AND** Head of Department **AND copying in your departmental administrator**. (Madeleine Brown for FAP, Tim Savage for SEA, Jo Tomlinson for P&P). ....**OR**.... If handing in as a hard copy, please give this to your department administrator, ensuring you give it to them personally (don't just leave it on their desk) so that they can record receipt of it and make a photocopy for both your year tutor and HoD.

**YOU SHOULD ALSO DISPLAY A COPY OF YOUR PROPOSAL AND RISK ASSESSMENT AT ALL TIMES IN YOUR DEGREE SHOW SPACE DURING INSTALL AND ASSESSMENT.**

SPACE ALLOCATION WILL BE FINALISED BY STAFF PRIOR TO THE INSTALLATION PERIOD AND YOU WILL BE INFORMED OF YOUR ALLOCATED DEGREE EXAMINATION SPACE AS SOON AS IT IS KNOWN.

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## Degree Examination *Risk Assessment*

This should be submitted **along with** the proposal and sent to your year 4 Tutor, Head of Dept. **and** Dept. administrator.

**SCHOOL  
OF FINE ART  
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Name		Date
Mobile Number	Email	Dept. (FAP, P&P or SEA)

### Section 1

What are the health and safety risks you have identified in your proposed work/degree show submission - This should include risks that may be encountered **during install, while the show is open to the public and during de-install.** (See over for guidance notes, and Continue on a separate sheet if necessary).

What measures will you take to minimise these risks to an acceptable level: (Continue on a separate sheet if necessary)

Are there any additional control measures required? (Please double click on the box to check it) e.g. addition of COSHH data sheets (if yes, please attach to this form), manual handling etc.

**YES**  **NO**

If yes, please state what the additional control measure(s) is/are.

Overall category of Risk (please circle/delete) (see over for guidance notes)	<b>EXTREME</b> <b>(Unacceptable)</b>	<b>HIGH</b> <b>(Unacceptable)</b>	<b>MEDIUM</b> <b>(Tolerable)</b>	<b>LOW</b> <b>(Acceptable)</b>
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Student's Signature:	
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4 <sup>th</sup> year tutor's OR Head of Department	Signature:	Date:
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**Section 2** (to be completed **immediately prior** to install *and whenever changes to the proposal are made*).

Have there been any changes to your proposal that would require you to expand upon, amend or complete a new risk assessment? (Please double click the box to check it)

YES  NO

**\*\*If you have answered YES to this section, you must attach change control form and submit it to your year tutor, HoD, and dept. admin.**

**\*\*\*If you make additional changes DURING install, again, it is your responsibility to attach a final change control form and resubmit as above.**

**Guidance note on aspects to consider for risk assessment:**

- **Is the work heavy?** If yes, how will you move it, might it affect the structure of the space it is in?
- **Will the work be in an elevated position?** If so, how will you get it into that position, how stable is it, how is it fixed, how will you remove it? (by elevated, we *don't* mean images hung on walls by conventional means).
- **Could the work fall over?** If yes, how will you stabilise it and/or prevent it from damaging the viewer or it's surroundings?
- **Does the work require electrical power?** 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?
- **Will you need to use power tools on site?** If yes, what are the tools, and are they safe to operate outside, could they provide a danger to you or the public?
- **Will you be doing a performance on site?** If yes, how are you ensuring both your safety and that of the public? Have you discussed this with your tutor?
- **Do any of the materials used in the work fall into any of the following categories: sharp, flammable, toxic, corrosive, airborne?** 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?
- **Is access to the work difficult or dangerous for you or members of the public?**

**RISK ASSESSMENT MATRIX**

LIKELIHOOD DESCRIPTION	RATING	SEVERITY DESCRIPTION
Highly Probable	5	Death (R*)
Probable	4	Specified Injury (R*)
Possible	3	Unfit for Normal Duties for More Than 7 Days (R*)
Unlikely	2	Unfit for Normal Duties for Less Than 7 but More Than 3 Days
Highly Unlikely	1	Minor Injury

(R\*) = RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

OVERALL RISK (Based on Likelihood x Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD INDEX	5	5-MED	10-MED	15-HIGH	20-HIGH	25-EXTREME
	4	4-LOW	8-MED	12-HIGH	16-HIGH	20-HIGH
	3	3-LOW	6-MED	9-MED	12-HIGH	15-HIGH
	2	2-LOW	4-LOW	6-MED	8-MED	10-MED
	1	1-LOW	2-LOW	3-LOW	4-LOW	5-MED

OVERALL RISK	DESCRIPTION
1-4 LOW	Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes
5-10 MEDIUM	Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.
12-20 HIGH	High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.
25 EXTREME	Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.