

Art Room (General) – Risk Assessment Template No.1 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M=Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Fumes from paints and glues		Respiratory irritation and problems	H	Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staff				
			H	When choosing chemical cleaners for use in the art room the least hazardous product is purchased				
			H	Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS) requirements				
			H	Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements				
			H	Unauthorised access to chemical products/materials is prohibited/prevented/controlled				
<p>Damaged electrical fittings and equipment</p> <p>Defective portable electrical appliances</p>		<p>Electrocution</p> <p>Fire</p> <p>Burns</p> <p>Electric shock</p>	M	<p>Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as 'out of use', and stored separately to prevent accidental use</p> <p>Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced</p> <p>See Fire (Specialist Rooms) – Template No. 18</p>				

Art Room (General) – Risk Assessment Template No.1 cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Accessing high windows		Falls	M	A window pole or step ladder is used to open windows at height that do not have an opening mechanism at ground level				
Solvents and flammable materials		Asphyxiation, Explosion, Fire	H	Solvents and flammable materials are stored in metal cabinets. See Fire (Specialist Rooms) – Template No. 18				
Incorrect disposal of hazardous chemicals		Environmental contamination Chemicals being used outside the manufacturer's specifications	H M	Correct disposal procedures are in place for chemical waste Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals Chemicals are disposed of in accordance with the SDS and the Local Authority				
Disposal of waste materials			H	Waste materials are cleared away after each class Incompatible material is segregated, stored safely, and waste is disposed of appropriately All waste must be disposed of by an appropriate waste disposal company, and in accordance with Local Authority requirements				
Unsafe storage of items		Toppling goods Slips, trips or falls	H	All items are stored appropriately in designated areas, e.g. in shelves and in cupboards				

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If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /