



### **Rationale**

The safety of both staff and students has a high priority in the Art Department. New members of staff are introduced the Art Department Safety Policy, and encouraged to discuss issues of concern during both formal and informal meetings. Student safety in the Art Department is taught as an integral component of each curricular area.

The correct use of art teaching areas is discussed and included in the Art Department curriculum document. It is expected that the initial lesson of each area of study will include a discussion of the relevant safety issues, and all students are reminded of specific risks relating to a particular method at the beginning of all practical sessions.

### **This includes:**

- ◆ Hazardous Substance Risk Assessment Form for Schools (appendix 1)
- ◆ Material Safety Data Sheet (appendix 2)
- ◆ Recommendations for art in secondary school-material precautions ( appendix 8)

### **Safety Issues:**

- ◆ Safe movement around the art studio
- ◆ Correct use of equipment
- ◆ Correct handling of chemicals
- ◆ Personal hygiene
- ◆ Work in well ventilated areas
- ◆ Label containers clearly and store all flammable chemicals in a fireproof cabinet away from flames and heat.
- ◆ Purchase non-toxic materials when given an option
- ◆ Non eating policy in art room working areas.
- ◆ Correct use of safety equipment; safety glasses, protective aprons, gloves
- ◆ Correct use of safety equipment; fire extinguisher, first aid kit.
- ◆ Evacuation procedure
- ◆ Action in case of accident in the art studio

## **Storage and Handling of Chemicals:**

All chemicals are considered potentially dangerous, and are appropriately stored in locked areas with no access to students. Handling of chemicals conforms to relevant safety regulations (appendix 3, “Storage and handling of dangerous substances”) and (appendix 4 “Classes using dangerous/toxic chemicals and dangerous equipment “) Signs barring student access to chemical storage areas are prominently displayed. Staff members preparing chemicals complete Risk assessment form (appendix 5).

## **Protective Clothing and Art Studio Rules:**

All students are trained in the correct use of protective clothing, and are reminded about its use throughout their Art studies. All students spend some time revising the safety guidelines and are expected to acknowledge these guidelines along with parents or guardians (appendix 7) The Art Room has a set of guidelines and a copy of the evacuation procedure displayed prominently.

Any process that involves intense heat, chemicals or power equipment requires a systematic approach to identifying potential hazards and designing procedures to prevent accidents. The following list of procedures helps prevent a serious accident.

- ◆ Use goggles to protect eyes from particles and heat
- ◆ Wear protective gear over ears when operating power equipment.
- ◆ Use tools and equipment according to intended functions.
- ◆ Keep floor free of debris.
- ◆ Use extension cords of proper size, and keep the cords dry and out of the way.
- ◆ Work in a well-lit area.
- ◆ Turn off power equipment before making repairs or checking for problems, and avoid engaging fingers in any moving parts of equipment, whether the equipment is power driven or not.
- ◆ Avoid loose-fitting clothing and flowing hairstyles, either of which can be caught in equipment or ignited.
- ◆ Use protective gear, such as a nose mask, to protect the respiratory tract and gloves to protect for the skin.

## **Good Housekeeping:**

Solvents, dust and minute particles of any material are especially hazardous. Any process that involves solvents and powders or materials that create minute particles as residue requires stringent housekeeping.

- ◆ Use disposable covers on surfaces where spills are likely to occur.
- ◆ Use disposable material for wipe-ups.
- ◆ Provide good ventilation
- ◆ Keep surfaces uncluttered.
- ◆ Vacuum, rather than sweep, dusty work places.
- ◆ Organize the work area.

## **Proper storage:**

Store materials in original containers whenever possible. If the materials must be transferred to another container, attach the original label or a copy of the label to the new container. **Never** store materials in containers that resemble food or drink containers.

- ◆ Store all materials and tools out of reach of children.
- ◆ Store all liquids, particularly volatile solvents, in tightly capped containers.
- ◆ Cover powders such as fine sand, clay, talk and glazes.
- ◆ Store all flammable solvents in special safety containers. Check with your local fire department for information on where to buy this kind of container. Avoid storing large quantities of flammable material.
- ◆ Soak all brushes in solvent in a container deep enough to be capped with a tight lid.

## **Personal Habits:**

Personal habits include practices that encourage cleanliness and influence the formation of positive attitudes towards health and safety.

- ◆ Keep fingernails short, and clean them after each work period
- ◆ Wash hands after using any art materials. Apply hand lotion to restore oils removed by solvents.
- ◆ Never eat in the work area, it can lead to indigestion or inhalation of art material.
- ◆ Do not “point” paint brushes between your lips.
- ◆ Remove work clothing before leaving the work area. Launder work clothing frequently and separately from regular clothing.
- ◆ Work in a cool, humid room rather than a hot, dry area.
- ◆ Avoid working when tired or after eating a heavy meal.

## **Adequate ventilation:**

Proper ventilation is necessary and a prime safety concern in the art studio. Monitoring of fumes is necessary so work areas are not polluted. Recommended procedures:

- ◆ Open the windows or doors to provide cross-ventilation for low-level toxic substances such as turpentine.
- ◆ Install exhaust fan to speed up air exchange when using more toxic solvents, such as lacquers.
- ◆ Use a spray booth with an outside exhaust system when using aerosol sprays.
- ◆ Arrange work area so that fumes, mists and sprays are carried away from, not towards, the face.

---

Document No:	6.13
Drafted by	
Date of Acceptance	January 2007
Review Date:	
Major Review Date:	July 2008

---

**Risk Assessment Template**

Process Description:

Substances identified as hazardous:

Name of person performing assessment:

Date:

<b>Possible Health Effects</b>	<b>Routes of exposure</b>	<b>Current safety measures</b>	<b>Are additional safety measures required (if yes state what &amp; reason)</b>	<b>Actions</b>