nsead

Auditing Health and Safety in a secondary school art & design department

H&S

Guidance:

Resources
Health & Safety

Why we need a Health & Safety Audit

As part of the wider duties of every school leader and of every subject leader in art and design, it is important to ensure their specialist facilities and equipment are safe for staff and that all planned activities are carried out with due regard for the safety and health of all pupils. Regular review in the form of an Audit qualifies that the facilities and equipment are safe, well-maintained and suitable for the purposes they are used. This will enable the identification of potential hazards and actions needed to correct any problems before these present a danger to staff and pupils. The outcome of a health and safety audit will need to be shared with the relevant health and safety officer. This is essential to inform budget decisions and actions agreed to rectify or make safe all potential hazards. This Audit will also consider policy, planning and teaching to qualify that the subject health and safety policy is suitable and fit for purpose, that teachers are suitably qualified and trained, their risk assessments are effective and they promote suitably safe and healthy learning activities.

This Audit guidance is a modified document based on four CLEAPSS documents and COSHH guidance:

1. G79 Auditing Health & Safety in Design and Technology & Art and Design Departments (2017) **http://dt.cleapss.org.uk/Resource/G79-Auditing-H-S-in-a-Secondary-School-D-T-Department.aspx**
2. G79A contains a set of Audit Checklists for use when auditing health & safety in D&T and in Art and Design Departments (2017) **http://dt.cleapss.org.uk/Resource/G79A.aspx**
3. G79B contains the machine requirements and guidance on safe working spaces for installation and when auditing the health and safety of facilities. **http://dt.cleapss.org.uk/Resource/G79B.aspx**
4. Model Risk Assessments (MRATs) for Art and Design (2019 editions) and MRATs for COSHH
   http://dt.cleapss.org.uk/Resources/MRATS/Art-And-Design/
   http://dt.cleapss.org.uk/Resources/MRATs/?Search=COSHH

This Audit should be read and completed in conjunction with Health and Safety Guidance on the NSEAD website and with reference to guidance on the CLEAPSS website. NB. Both sites require membership to enable access to this information.
NSEAD: **https://www.nsead.org/resources/health-safety/**
CLEAPSS **https://www.cleapss.org.uk/**

Where Art & Design Teachers also teach in D&T or the Departments are merged

Teachers of art and design who take on D&T teaching, are the leader of merged subjects, have management oversight of D&T teaching or who teach in D&T workshops must have a suitably developed understanding of the health and safety needs of both subjects. They should ensure they have completed specialist Core and Risk Assessment Training, and certainly the relevant Specialist Workshop Training detailed in Appendix 4. This requires a ‘sign-off’ of the evidence of completion and workshop competence relating to all installed workshop equipment.

Audit Guidelines

a) Department documentation

Health and safety policy

Employers are required by law to have a health and safety policy in place which is updated regularly and in line with any changes to the law. In schools, this generally means the school has its own policy and this will frequently form part of the staff handbook. It is useful for departments such as Art & Design, PE,

Science and D&T in particular to also have their own health and safety policy and this should reflect the school policy.

As a guide, art & design departments should have a specialist health and safety policy and this should contain the following:

- An outline of who the policy is for and what it is intended to achieve
- General aims of the policy
- Health and safety roles of staff in the department
- Health and safety training policy
- Procedures for risk assessment
- Access to, and storage of, equipment and resources
- Activities and procedures
- Emergency procedures
- Art and design studio rules for pupils
- Staff roles and emergency contacts
- The location of data sheets and guidance for hazardous materials and products

CLEAPSS has produced a model health and safety policy for design and technology departments (guide L260). The guide can be downloaded from the *D&T Resource* on the CLEAPSS web site. A customisable version is also provided that can be adapted to meet the specific staff and circumstances of an individual department.

G79A is a set of checklists which can be used when carrying out an Audit of D&T and Art & Design facilities. **http://dt.cleapss.org.uk/Resource/G79A.aspx**

Risk assessments

Employers are required under the Management of Health and Safety at Work Regulations (1999 amended in 2006) to undertake an assessment of risks in the work place. In schools, this function may be delegated to the headteacher, but is usually expected of the head of department, who will lead their teaching teams to 'risk assess' any activity with a potential for some risk to pupil safety.
In practice, educational employers provide model risk assessments, such as the NSEAD *Model Risk Assessment for Art & Design* **https://www.nsead.org/resources/health-safety/h-s-relevant-legislation/h-s-risk-assessments/**

Alternatively, the CLEAPSS *Model Risk Assessments for Technology*, available on the CLEAPSS web site. Employees are required to consult such model risk assessments and adjust them to meet the specific needs of local circumstances. The significant outcomes of any adjustments need also to be written down and we suggest this is best done on the relevant part of the scheme of work.
In essence, a risk assessment involves the following stages:

- Identify the hazards.
- Assess the likelihood of harm that may result from the identified hazards.
- Put in place control measures to remove, or reduce to an acceptable level, the likelihood of harm.

Risk assessments are often required for the activities that pupils carry out and will be required for using equipment and machines, hand cutting tools such as scalpels or knives or when using chemicals, adhesives, inks and glazes and oil based materials.

It is important to recognise that risk assessments also need to be consulted and, if necessary, adjusted for activities that teachers and technicians do as part of daily work. This will include less frequent tasks such as kiln packing or unpacking, equipment maintenance and activities such as putting up display boards or annual exhibition.

Records of staff H&S training

It is essential that subject leaders know what health and safety training staff have undertaken so that gaps can be identified and a suitable training plan be set up where needed.

The requirement for updating or refreshing training is common across all employees that carry out any activity which may present a significant risk to themselves or others – although there is no suggested time requirement. The requirement for training, prior to using equipment is clearly defined in the Health and Safety at Work Act, so teachers and technicians using equipment such as kilns, darkroom equipment and chemicals or other hazardous activities must be competent to do so. Employers would expect to see evidence of this and know that subject leaders oversee that this is documented. There is no single route to being trained, or evidencing of competency, but art and design teachers and their technicians need to be aware of the duty this places on them.

For D&T teachers and those who teach in D&T workshops, the use of specialist machines requires more specific training and there is a professional recommendation that refresher training is periodically provided (although not set, every five years might be considered reasonable). Although a very good idea, this is not compulsory. Where art and design teachers are using D&T workshops the same training requirement is expected.

Training in the use of ceramics and kilns facilities, darkroom equipment and chemical processing, textiles equipment and sculpture should be sought to ensure staff are suitably knowledgeable, skilled and experienced to work safely. This is especially true of a technician working across the department and carrying out activities on behalf of teachers. Ideally, training records should include copies of any training or course completion certificates.

Art & Design Studios: rules for pupils

Most art and design departments will already have written rules setting out the expectations for behaviour and procedures that pupils are expected to follow, to ensure safe movement and practice in lessons. It would be good practice for these to be included with the department documentation and helpfully displayed in studios as a reminder of the rules of safety.

Chemicals stocklist

Teachers must be aware of the various duties under COSHH and other regulations, for storing, using and disposing of substances that fall under the regulations. Failure to follow the guidance could lead to increased risk and potential legal ramifications.

For these reasons, It is good practice to maintain an up-to-date list of any hazardous chemicals used in the department, their amounts, location and hazard classification. Such a list would cover the requirements, implicit or explicit, in various regulations to do with chemicals and their hazards. In addition, a central chemical stocklist could be given to the staff that provide first aid to avoid loss of time in an emergency or to fire-officers in the event of a fire in the school or college.

The chemicals stocklist will also support risk assessment procedures in the department. The outcomes of the risk assessment process - chemical hazards and the relevant control measures - are best noted on the department schemes of work.
CLEAPSS has drafted a basic chemical stocklist for D&T and art & design that can be downloaded from the CLEAPSS web site and can be customised by individual departments for their own use.
http://dt.cleapss.org.uk/Resource/GL101-An-introduction-to-GHS-CLP-chemical-hazard-labelling.aspx

Records of equipment checks and maintenance

Equipment must be maintained in safe and effective working order. A documented maintenance check and record will enable effective management of the equipment, and its use.

The regular checking of some art & design equipment is required by regulations. Where such checks, inspections or tests are made, the department should hold copies of the certificates which attest that the equipment is in good order and functioning correctly. Such certificates should be held of the following:

- Annual (technically every 14 months) checks of LEV equipment (dust & fume extraction e.g. kiln and, where installed, extraction from laser cutters).
- Annual checks of electric wheels, pugmill, power washers, vacuum printing table, sewing machines, darkroom equipment, wax-pots and electrical checks of all portable power tools.

In addition, there should be a 5 yearly check of any fixed electrical installations. These are usually arranged by the employer but, in the case of local authority schools, this may be delegated to individual schools, or for MATs this may be commissioned by the MAT or delegated to each academy/school.

Portable electrical equipment has to be maintained in good condition. In most schools this is facilitated by a programme of inspection and test. The frequency and logistics of this will be determined by the employer, whose systems must be followed. Most have a policy that requires inspection and testing annually. However, HSE guidance suggests that different types of equipment and the way it is used should determine the frequency and detail of any inspection and/or test regime. Regardless of this, regular visual inspection of cables, plugs and moving parts should be part of a daily regime before use.

b) Requirements for teaching rooms

1. Main Two-Dimensional Art & Design Studio

There are a number of checks that are common to all 2D or General teaching studios These are:

- **A clean and tidy room.** Teaching rooms should be kept free of clutter, pupils' work, materials, etc. To reduce the risk from dust, studios should be cleaned using an industrial vacuum cleaner with suitable filters, or sweeping compound rather than by just dry brushing. There are further special requirements for the cleaning of rooms used for ceramics or sculpture.
- **Appropriate heating and ventilation.** The temperature of the room should be maintained at a comfortable level throughout the year. This includes keeping the room cool in summer through the use of blinds, opening windows or suitable cooling systems.
- **Light levels, natural and/or artificial, should be sufficient.** For general art & design teaching purposes 1000 lux are needed for all areas where visually demanding work, such as fine art, drawing and work with print and textiles or 3D making is taking place. Adjustable task lighting may also be required for some areas. NB. by way of illustration, 300 lux is roughly the light level in a well-lit room at night, 500 lux is the level needed for office work and a very sunny day will have light levels of over 10,000 lux.
- **RCD protection for socket outlets.** It is a good idea, although not a requirement, to have all outlet sockets used by pupils protected by a residual current device, usually fitted at the fuseboard.
- **Water shut off valves.** These should be accessible and working at all times, and that the off position is clearly indicated. Ideally, these valves should be situated so that they are not easily interfered with by pupils.
- **Security of hazardous or valuable materials and equipment.** There should be provision to secure these, normally one or more walk-in lockable rooms, cupboards or a shared store room.
- **Hazard / warning signs.** Suitable warning signs to indicate hazards such as guards over moving parts, over the kiln room to indicate firing and to indicate safe exits should be displayed. Home-made signs are acceptable but where they exist, pictogram signs conforming to BS 5378, part 1, should be used.
- **First aid.** Provision of first aid materials may depend on the requirements of the employer. There is no requirement for a first aid box in every room but it may be a good idea to have any equipment and materials needed for immediate remedial measures (see the CLEAPSS guidance leaflet PS65), easily available. The names and phone number of nearest nominated first aid staff should be easily accessible.
- **Fire fighting equipment.** Provision of fire fighting equipment will depend on the outcomes of the employers fire risk assessment and specific to the facilities in the room. Where provided any fire-fighting equipment should be accessible and should be checked every 12 months
- **A room of sufficient size.** In England and Wales there are no legal limits on class size and hence on the size of the room. However, overcrowding can lead to accidents. For both studios and

specialist teaching areas in an open-plan department. A good rule of thumb is to allow three square metres for each pupil in the largest class group and an additional 30 square metres for fixed equipment, plan chests and furniture. For a class of 25 pupils this would mean a room of 105 square metres.

2. Textiles and Print Studio

In addition to the aspects in 1 above, the following relate to rooms used for textiles and print activities:

- **Electrical sockets for portable equipment.** There should be sufficient socket outlets, conveniently sited for the number of electrical items used. Multi way adaptors and four way distribution boards should not be used. Every sewing machine or electrical iron should be connected to a switched socket outlet. Where hair dryers are used to provide localised heat, single extension leads may be used, provided these do not obstruct movement or provide a trip-hazard.
- **Fixed electrical appliances.** These should be kept in good condition and correctly connected to the power supply.
- **Sewing machines.** These must be maintained in good order, and located so that there is sufficient space around them. There should be a minimum of 500 mm between adjacent machines. Chairs should be of the correct height and there should be good levels of lighting. Sewing machines should be serviced every 12 months.
- **Irons and ironing boards.** These should be located in a safe position and near to an electric socket outlet.
- **Wax pots.** If these are used, they should be located in a safe condition so that there is no crowding and preferably plugged into wall sockets. Extension leads should not be used to power wax pots where there is a risk of tripping or crossing circulation areas or materials storage. Good ventilation is needed to remove the fumes from hot wax, i.e. location next to windows that can be opened or with forced ventilation.

3. Three-Dimensional/Sculpture Studio

In addition to the aspects in 1 above, the following relate to 3D and sculpture areas:

- **Work tables/benches.** There should be sufficient circulation space around all work tables/benches. A minimum of 750 mm of space around any work table/bench is needed. Adjacent work tables/benches, therefore, need 1500 mm of space between them.
- **Machinery.** There should be sufficient clear space around fixed machines and equipment. All fixed machines should be connected through a suitable isolating switch or key operated isolating switch where teachers must be present when equipment is used. This should normally be one of:
  - a fused switch dis-connector conforming to BS EN 60947-3,
  - a connection unit conforming to BS 1363-4,
  - a circuit breaker conforming to BS EN 60898,
  - residual current operated circuit breaker conforming to BS EN 61009-1.

  Large machines should not be connected using a standard 13 amp plug and socket, but should be wired in with fixed wiring. Supply cables should be enclosed in suitable fixed or flexible conduit. Steel conduit is far more robust than plastic.
- **Electrical sockets for portable equipment.** There should be sufficient electrical sockets for portable electrical equipment. Socket outlets that are used for small portable machines or for portable power tools should be controlled by the emergency stop system, if specified. Sockets for use with computers should be on a separate circuit so that data is not lost if the power is turned off. Extension leads should not trail across walkways. Extension leads should not be used for semi-permanent installations.

- **Emergency electrical stop system.** Typically, D&T workshops and other teaching rooms where machines are used should be fitted with an emergency stop system. There should be at least four stop buttons, one on each wall and each should be between 1300 mm and 1500 mm above the floor. Stop buttons should not be obstructed by machines, furniture or other items. Stop buttons should be red in colour on a yellow background. Stop buttons should be labelled with a pictogram sign that conforms to BS 5378 part 1.
- **Local exhaust ventilation.** LEV is required for machines that produces fine dust or sawdust, which might, depending on the risk assessment. Paint spray booths should be fitted with LEV directly to the outside, but not into areas of pupil circulation.
- **Person protective equipment (PPE).** All items of PPE should be stored carefully and easily available to users. Suitable eye protection should be provided in sufficient numbers for the maximum number of users. It should be clean and not excessively scratched so as to impair vision. Dust masks if required, should be to the appropriate standard for stone or plaster carving and dry finishing. Protective glasses are required for working with wire and when carving any materials or abrading to protect eyes from chips and dust. Protective gloves may be required for those carving wood, stone or resistant materials.
- **Work and materials storage.** If stored in the teaching room, such storage should be safe and tidy, Walkways should be kept clear, and stored material should not obstruct access to machines, doorways, fire-fighting equipment, etc. Store and stock rooms should be safely shelved with shelving designed to handle the size and weight of paper and equipment stored. The use of plastic crates will help to organise equipment sets and resources. These should be clearly labelled and not stored at a height that requires lifting above head height for any heavy weight or potentially dangerous equipment. Student work should likewise be stored safely and avoid storing above head height.
- **Hand washing facilities.** A sink with hot and cold water, soap and paper towels or air dryers must be provided for hand washing. Cold water is not sufficient. Liquid soap without additives is better for those with eczema.

4. Ceramics Studio and Kiln Room

In addition to the aspects in 1 and 3 above, the following relate to ceramics areas:

- **Work tables.** There should be sufficient circulation space around all work tables. A minimum of 500 mm of space around any work table is needed. Adjacent work tables, therefore, need 1 m of space between them.
- **Heating.** Ceramics studios require special consideration for heating and ventilation, as forced-air heating is inappropriate.
- **Machinery.** There should be sufficient clear space around fixed electric wheels or the pugmill. Electric pottery wheels, pugmill or blunger should not be connected using a standard 13 amp plug and socket, but should be wired in with fixed wiring. Supply cables should be enclosed in suitable fixed or flexible conduit. Steel conduit is far more robust than plastic. These should be connected through a fixed and suitable waterproof isolating switch or key operated waterproof insulated isolating switch, as teachers must be present when this equipment is used.
- **Electrical sockets for portable equipment.** There should be sufficient electrical sockets for portable electrical equipment such as a glaze mixer. Socket outlets that are used for small portable machines or for portable power tools should be controlled by the emergency stop system, if specified. Extension leads should not trail across walkways. Extension leads should not be used for semi-permanent installations.
- **Local exhaust ventilation.** LEV should not be fitted inside a ceramics studio as it lifts silica dust into the air. LEV is needed above kilns or kiln areas and should be arranged to extract fumes above the kiln using a hood, particularly where ceilings are low or a false ceiling is fitted. Glaze spraying booths should be fitted with LEV directly to the outside, but not into areas of pupil circulation.
- **Person protective equipment (PPE).** All items of PPE should be stored carefully and easily available to users. Dust masks if required, should be to the appropriate standard for small amounts

of dry fettling and carried out in areas with good natural ventilation. Appropriate heat-resistant gloves are also needed for staff unpacking kilns as well as specialist eye protection when cleaning materials stuck to kiln shelves/batts. Suitable wipe clean aprons are required to help keep pupils clothes clean. Donated clothing is not suitable or hygienic.

- **The kiln-room or kiln area.** Kilns should be kept in a separate room which is lockable. Access is for teaching and technical staff only, unless A Levels students are closely supervised. LEV should be fitted inside a hood or be above the kiln area to vent hot gases to the outside and ensure the ambient temperature does not rise too high. A vent should be fitted into the kiln room door to enable replacement of air removed via kiln LEV. Kiln furniture can be stored near the kiln, for easy access. The kiln should be at least 600mm from any wall and more than 800mm from the rear wall to allow access for repairs and servicing. Kiln control equipment should be fitted to the wall on one side of the kiln in line with the door to enable easy access to controls and for the safe management of firing cycles. This should be connected via a wall mounted electrical isolator.
- **Work and materials storage.** If stored in the teaching room, such storage should be safe and tidy in clay bins, damp stores and cupboards. Bags of clay may be stored outside away from sun, heat and pupil access, but nearby the external entrance to the teaching area. Clay bins or dustbins for recycling should be set on wheel-races to allow them to be safely moved, with fitted covers/lids to prevent unsuitable objects being dropped into the wet clay. Walkways should be kept clear and stored material should not obstruct access to machines, doorways, fire-fighting equipment, etc. Kiln rooms should be safely shelved with wooden shelving to store work waiting for firing, glazing or glaze firing, but no higher than head height. Slatted shelving allows for variations in heat and prevents clay warping as it finishes drying. Dry glaze materials should be stored in lockable cupboards or inside the kiln room. Mixed glazes in slop form should be stored away from the kiln but under the supervision and control of the teacher.
- **Hand washing facilities.** A sink with hot and cold water, soap and paper towels or air dryers must be provided for hand washing. Cold water is not sufficient as following the use of clay, warm water handwashing is essential. Liquid soap without additives is better for those with eczema.

5. Chemical darkroom for photography

In addition to the aspects in 1 and 3 above, the following relate to a darkroom:

- **Work benches are typically mounted around the walls.** There should be sufficient circulation space in the middle of the room and around the photographic development, fix and wash sink. A minimum of 1m space is needed between enlarger bench areas and photo sink.
- **Machinery.** Print dryers and negative drying cabinets etc should be floor or bench mounted but sockets should be well away from wet areas or photographic sink
- **Electrical sockets for portable equipment.** There should be sufficient electrical sockets for enlargers or print dryers. Sockets and all darkroom equipment should be controlled by an isolator or key controlled isolator and fitted with residual circuit breakers. Extension leads should not be used at all.
- **Lighting.** Lighting should be switchable between 300 lux general lighting and safelight conditions, sufficiently positioned to enable pupils at all enlarger stations to work safely. A Light-trap entrance is required and preferably a rotating light-trap fitted with emergency crash-pad exit/escape panel. Alternatively, an alternative light trap doorway with separate emergency exit fitted with emergency crash-pad exit/escape.
- **Local exhaust ventilation.** Darkrooms should be fitted with LEV to remove chemical vapours and help maintain stable room temperature, particularly in hot weather. These will need to be a light-trap type.
- **Person protective equipment (PPE).** Tongs should be provided for handling and transferring papers and films in chemical baths.
- **Work and materials storage.** If stored in the teaching room, such storage should be safe and tidy, Walkways should be kept clear, and stored material should not obstruct access to machines, doorways, fire-fighting equipment, etc. Store and stock rooms should be safely shelved with shelving

designed to handle the size and weight of paper and equipment stored. The use of plastic crates will help to organise equipment sets and resources. These should be clearly labelled and not stored at a height that requires lifting above head height for any heavy weight or potentially dangerous equipment.

- **Hand washing facilities.** A sink with hot and cold water, soap and paper towels or air dryers must be provided for hand washing outside of the darkroom. Coldwater for hand rinsing and paper towels can be provided inside the darkroom.

6. Graphic Design and Digital Media Studio

In addition to the aspects in 1 above, the following relate to graphics and digital media areas.

- **Work desks / tables.** These should be separated by sufficient space to allow easy and safe movement between.
- **Electrical sockets.** There should be sufficient socket outlets for computers, printers, peripherals and specialist lighting Socket outlets should be controlled by an isolation stop system and fitted with residual circuit breakers. Sockets for use with computers should be on a separate circuit so that data is not lost if the power is turned off. Extension leads should not trail across walkways. Extension leads should not be used for semi-permanent installations.
- **Machines used for making graphics models (e.g. plastic benders, vibrasaw, sanding machine, mini-drilling machine, laser cutter or 3D Printer).** These should be connected as described in section 3 above. The machines should be secured to a bench or table and the electrical supply cable protected as described in section 3 above.
- **Emergency electrical stop system.** Teaching rooms where machines are used should be fitted with an emergency stop system. Stop buttons should not be obstructed by machines, furniture or other items. Stop buttons should be red in colour on a yellow background. Stop buttons should be labelled with a pictogram sign that conforms to BS 5378 part 1. Computers should be on a separate circuit and electrical isolation, so that data is not lost if the emergency stop controlling other equipment is used.
- **Local exhaust ventilation.** LEV is required for any machine that produces fine dust or sawdust and for air-brush systems and spray cabinets where hazardous materials are used. LEV is also required for laser cutters and for some 3D printers where fumes are generated by the print plastics used. Venting should be to the outside, well above head height and areas where pupils may gather.
- **Air compressor.** These must be maintained in good working order. Under the *Pressure Systems Safety Regulations* 2000 pressure vessels, where the pressure multiplied by the internal volume of the pressure vessel exceeds 250 bar litres, have to have a written scheme of examination. They should be inspected regularly in accordance with that written scheme (often every 12 months) by a competent person. A written record of the outcomes of any inspection, and any required action, should be kept in the department.
- **Person protective equipment (PPE).** All items of PPE should be stored carefully and easily available to users. Suitable eye protection should be provided in sufficient numbers for the maximum number of users. It should be clean and not excessively scratched so as to impair vision. Aprons, though not PPE, are a good idea to help keep pupils clothes clean. Cutting mats are essential for all cutting work to protect tables and make cutting controllable.
- **Work and materials storage.** If stored in the teaching room, such storage should be safe and tidy, Walkways should be kept clear, and stored material should not obstruct access to machines, doorways, fire-fighting equipment, etc.
- **Hand washing facilities.** A sink with hot and cold water, soap and towels should be provided for hand washing.

c) Preparation and store rooms

- **Security.** It should be possible to secure these rooms, generally by means of a lockable door. It may be necessary to restrict access to the room when machines are in use and the operator could be distracted. Hazardous materials and valuable equipment should be stored safely and securely.
- **A clean and tidy room.** The rooms should be maintained in a clean and tidy condition. Preparation rooms should be included in the cleaning schedule.
- **Appropriate heating and ventilation.** The temperature of the room should be maintained at a comfortable level throughout the year. This includes keeping the room cool in summer through the use of blinds, opening windows or suitable cooling systems**.**
- **Hazard signs.** These should be displayed where needed, e.g. kiln firing, eye protection etc.
- **Storage.** Bulky and heavy items should be stored at low level. Ladders must be used to access high level storage. Staff should be trained in the safe use of ladders. The employer may place restrictions on the height at which items can be stored. Ideally nothing should be stored above head height. Chemicals and spirit based paints, inks and cleaning agents should be stored in a locked metal chemical store or suitable fire resistant store in the locked store room.

d) Fixed and portable machines

- ***Fixed studio/art room machines check***
- ***Portable mains electric and air powered tools check (including glue guns, wax pots and irons)***

- **General condition.** All portable tools should be maintained in good condition, which can be verified by a quick visual check each time, just before the tool or machine is used.
- **Electrical safety check.** Each time portable electrical equipment is used a quick visual check should confirm that the body of the equipment, the plug and cable are not damaged. The plug should have shielded pins to the live and neutral connections. An electrical inspection and test should be regularly carried out (often known colloquially as the PAT test). As a minimum this should be every 12 months and may be required more frequently for equipment which might become electrically damaged during use.
- **Work holding or cutter guards.** Where fitted, guards for the cutter or work holder should be in good condition and fitted/set correctly.
- **LEV.** If LEV is required it should be in place and working correctly. If dust collection bags are fitted they should be in good condition. LEV exhaust from a kiln, spray booth (paint, adhesive or glaze) or laser cutter/etcher should discharge away from areas where pupils gather and vent-out well above head height.
- **Maintenance.** In addition to the general checks, there should be a regular programme of checking and the maintenance of all machines, ensuring appropriate records of these checks are kept.

Part 1 - Management of Health & Safety

School:

Overall checklist for use by head of Art & Design Name of Subject Leader:	Date H&S Review Carried out: Checked by School H&S Officer:

Health and Safety Check List	Yes	No	Comments	Action required
Department documentation				
School health and safety policy in place and current				
Department health and safety policy in place and current				
COSHH identification procedures in place and recorded				
Risk assessments for lessons/pupils' activities in place				
Risk assessments for teachers and technicians activities in place				
Records of teacher and technician H&S training received and dated				
Procedures and rules on H&S used with pupils in lessons				
COSHH check of LEV (Dust extraction – where fitted)				
COSHH check of LEV (Fume extraction e.g. kiln and/or spray booth)				
COSHH check of LEV Laser cutter/etcher, 3D printer				
Check of heating system/radiators/blown air etc				
Check maintenance of kiln and controller (annual safety)				
Check portable electrical appliance testing done (annual safety) Including check of all portable power tools, glue guns and specialist equipment below				
Record of checking of other fixed machines e.g. pillar drill, bandsaw etc				
Check annual servicing arrangements for ceramics wheels, pugmill, glaze mixer etc				
Check electrical testing of computer/digital equipment				
Check annual servicing and sharpening of all hand tools, saws, chisels etc and safe usability of each				
Check of all darkroom enlargers, dryers, safelights, powered equipment and required emergency exit				
Check safety locks fitted to etching press				
Check of textile equipment, vacuum table, sewing machines, power-washer, wax pots, hair dryers, irons etc				
Check cleaning contract for each specialist room is suitable to maintain cleanliness, safety and fit for purpose				
Evidence of 5 yearly check of fixed electrical installation				

Subject Leader: …… Date Completed: ……

Part 2 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: General Art & Design / Two Dimensional Drawing and Painting Studio, or 6th form Studio

Room name or number:	Make further copies for more than one similarly designated room

Health and Safety Check List	Yes	No	Comments
Check room clean and tidy			
Check heating and ventilation is as required			
Check light levels sufficient (and in winter months)			
Check lockable electrical shut off switch in place, accessible, working and labelled (only where specified or required)			
Check RCD protection for socket outlets			
Check shut off valve for water supply accessible, working and labelled			
Check security of hazardous or valuable materials and equipment within the room			
Check appropriate hazard and warning signs displayed			
Check that the room is of sufficient size for the average number in teaching groups Or for 6th form studio, ensure sufficient space for large canvases and easels			
Check appropriate fire-fighting equipment in place			
Check first aid provision as required			
Check floors, tables and worktops clear and clean • Floors washed daily – no obvious dirt traps, or damp compound daily sweep and washed weekly			
• Tables washed daily or every 2 days			
• Worktops and shelves cleared/washed half-termly			
Check condition of sink, draining area and taps – cleared and cleaned daily			

Check sufficient electric socket outlets for portable equipment – location, condition			
Check fixed appliances are in good condition, correctly connected to power supply			
• Check safety chain fitted to etching press			
• Safety guard fitted to shear cross-cutting blade type guillotine and locked in store for staff use only			
• Check storage of Easels, flat panels, flat artwork and 3D work well organised and tidy - not causing an obstruction			
• Exit doors not blocked, clear and unobstructed			
• Check media storage is easily accessible, safely stored under lock to restrict access			
• Access to hazardous materials restricted in access to students where relevant			
Check safety of 6th form room if students will work unsupervised. Supervision and oversight is regular and effective in ensuring safe working. Emergency actions signage clearly visible			
Check art paper and bulk materials storage on suitably sized shelves with correct weight rating - below head height			
Check storage of display materials, resources for drawing, plants, artefacts and visual media – not causing obstruction or hazard			
Check PPE in place e.g. wipe clean aprons for pupils (no donated clothing is not suitable or hygienic.			
Check appropriate hand washing facilities provided			

Further comments on this room if needed and action required (continue on a separate sheet)

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Subject Leader: …… Date Completed: ……

Part 3 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Textiles and/or Print Studio

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check room clean and tidy			
Check heating and ventilation is as required			
Check light levels sufficient (and in winter months)			
Check lockable electrical shut off switch in place, accessible, working and labelled			
Check RCD protection for socket outlets			
• Check shut off valve for water supply is accessible, working and labelled			
• Shut off fixed and working on screen wash stand and power/spray hose			
Check security of hazardous or valuable materials and equipment within the room			
Check appropriate hazard and warning signs displayed			
Check first aid provision as required			
Check appropriate fire-fighting equipment is in place			
Check that the room is of sufficient size for the average number in teaching groups			
• Check sufficient electric socket outlets for portable equipment – location, condition			
• No trailing extension leads or obstructing movement			
Checked fixed appliances in good condition, correctly connected to power supply – no trailing leads			
Check sufficient electrical sockets for portable equipment – location and condition suitable			
Check sewing machines in good order and stored safely			
Check irons and ironing boards in good order, located appropriately			
Check wax pots are located in appropriate positions, near natural ventilation and no trailing extension leads			
Check floors, tables and worktops clear and clean • Floors washed daily – no obvious dirt traps, or damp compound daily sweep and washed weekly			
• Tables washed daily or every 2 days			
• Worktops and shelves cleared/washed half-termly			

Check PPE is suitable and available - in response to risk assessments of planned curriculum e.g. goggles for batik/hot wax, gloves for dye			
Check printing tables suitable, well maintained with removable covers/surfaces, etching press and print equipment properly maintained			
• Check condition of sink, draining area and taps – cleared and cleaned daily			
• Screen wash stand and power/spray hose clear and clean			
Check safety chain/lock fitted to etching press or any similar pressure based printing press			
Check cutting mats, lino bench-hooks and tools kept in suitable condition, guidance for safety in place			
Check storage of flat and constructed textile work well organised, tidy and safe – no obstructions caused			
Check storage of display materials, resources for drawing, plants, artefacts and visual media – not causing obstruction or hazard			
• Check media, fabric and equipment storage is easily accessible, safely stored under lock.			
• Access to hazardous materials is restricted to students where relevant			
Check art paper / bulk materials storage on suitably sized shelves with correct weight rating - below head height			
Check chemical printing inks, dyes, cleaning materials, solvents and batik materials all stored in suitable locked chemical store or fire resistant store in store room			
Check appropriate hand washing facilities provided			

Further comments on this room if needed and action required

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Subject Leader: …… Date Completed: ……

Part 4 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Three Dimensional Sculpture Studio (dry/wet multi-purpose)

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check room is clean and tidy, work surfaces clear and available for activities with access to sockets for powered equipment			
Check heating and ventilation is as required			
Check light levels sufficient (and in winter months)			
Check where appropriate owing to fixed position bandsaw, pillar drill cutting/forming machines are installed: • Lockable electrical shut off switch in place, accessible, working and labelled • Emergency safety stops/switches fitted and working			
Check RCD protection for socket outlets			
Check shut off valve for water supply accessible, working and labelled			
Check security of hazardous or valuable materials and equipment within the room			
Check appropriate hazard and warning signs displayed			
Check first aid provision as required			
Check appropriate fire-fighting equipment in place			
Check that the room is of sufficient size for the average number in teaching groups			
Check work tables/benches of a correct size and sufficient weight/strength for activities and spaced out appropriately			
Check machines positioned appropriately with suitable space around each, hardwired and separately isolated			
• Check sufficient electrical socket outlets for portable equipment – location, condition • No trailing cables			
If required, LEV in place and working, evidence of 12 monthly check			
Check floors, tables and worktops clear and clean – no obvious dirt traps. Floors washed daily, or damp compound daily sweep and washed weekly			
Check PPE in place e.g. wipe clean aprons, goggles, gloves and filter masks (with spare filter stock in place)			
• Check appropriate type of deep sink and drainage is in place, fitted with raised spout full-bore taps.			

• Drainage areas clear, clean and well ordered			
Check work and/or consumable materials are stored correctly & not causing obstructions or hazard			
Check shelving and storage for pupil 3D work suitable, accessible and below head height			
Check appropriate hand washing facilities provided with liquid soap available when plaster of Paris is used			
Check tools and equipment racked and stored safely to enable safe and controlled access to hand tools and equipment			
Check whether chemical store is suitable for, adhesives, cleaning materials, solvents and inflammable materials etc i.e. locked metal chemical store or suitable fire resistant store in a lockable store room			
Check COSHH data sheets are available for relevant materials / chemicals / cleaners / solvents / adhesives etc			

Further comments on this room if needed and action required (continue on separate sheet)

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Subject Leader: …… Date Completed: ……

Part 5 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Ceramics Studio and Kiln Room

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check room clean and tidy, work surfaces clear and available for activities with access to sockets for powered equipment			
• Check programme of daily / weekly cycle of cleaning of all tables and floors in place			
• Wet wash / wet vacuum with suitable mask and filter for cleaning staff			
Check heating and ventilation as required (no hot-air blown heating and/or air extractor in studio)			
Check light levels sufficient (and in winter months)			
Check consumable materials, clay recycling bins stored correctly, not causing obstruction and fitted with lids			
Check electric pottery wheels, pugmill, blunger and clay press machines are properly installed:			
• Electrical isolator switch in place, accessible, working and labelled			
• Emergency and wet insulated on/off switches fitted and working			
• All fixed machines are hard-wired with isolators			
Check machines positioned appropriately with suitable safe space around each			
Check RCD protection for socket outlets and fixed machinery			
Check shut off valve for water supply accessible, working and labelled			
Check appropriate hazard and warning signs displayed			
Check first aid provision as required			
Check appropriate fire-fighting equipment in place in room and suitable in CO2 / fire blanket in kiln room			
Check the room is of sufficient size for the average number in teaching groups			
Check work tables are of a correct size i.e. suitable height for working while standing, a sufficient weight/strength for wedging, (sanded and sealed not varnished) and appropriately spaced to enable safe movement between			
Check staff PPE in place e.g. goggles, gloves and filter masks (with spare filter stock in place) for kiln and batt cleaning, or cleaning sharps on glazed work			
Check PPE in place e.g. wipe clean aprons for pupils (no donated shirts) as not suitable or hygienic.			
• Check sufficient electrical socket outlets for portable equipment – location, condition			
• No trailing cables			

Check LEV in place (where a glaze spray booth is installed), filters clean and evidence of 12 monthly check			
• Check appropriate ceramic (Belfast type) sinks and slop sinks or clay trap drainage in place			
• Raised full-bore taps fitted (suitable for placing bucket beneath)			
• Slop sinks or clay traps schedule of half-termly cleaning in place (with safe disposal of slop arranged)			
• Drainage areas clear, clean and well ordered			
Check work and/or consumable materials are stored correctly & not causing obstructions or hazard			
Check shelving and suitable damp storage for pupil clay work between lessons, accessible and below head height			
Check appropriate hand washing facilities provided with liquid soap and nailbrushes available			
• Check clay forming equipment and tools are safely stored and racked.			
• Knives are stored safely to enable controlled access			
• Good housekeeping arrangements ensure clean environment, with limited dust build up			
Check appropriate dry storage for clay and glaze materials in a lockable store room			
COSHH data sheets available for relevant materials / Glazes and raw glaze materials etc			
Kiln Room			
• Check kiln is serviced annually, condition good.			
• Kiln furniture in good state.			
• Kiln firing records kept,			
• kiln fitted with suitable castell type of key interlock for safety			
Check wall mounted isolator and suitable firing controller with evidence of annual integrity check			
Check kiln room is fitted with a lock and air vent in door, with kiln warning light (2 red bulbs) fitted in visible place. OR..			
A lockable kiln cage is fitted where kiln is sited in classroom/studio and kiln warning light visible (2 red bulbs)			
Check LEV hood or LEV extractor above kiln			
Check suitable dry storage for clay work waiting firing and glazing below head height			

Further comments on this room if needed and action required (continue on separate sheet)

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Subject Leader: …… Date Completed: ……

Part 6 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Graphic Design/Communications Studio

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check room clean and tidy			
Check heating and ventilation is as required			
Check light levels sufficient (and in winter months)			
Check lockable electrical shut off switch in place (if appropriate), accessible, working and labelled			
Check RCD protection for socket outlets and computers			
Check shut off valve for water supply accessible, working and labelled			
Check security of hazardous or valuable materials and equipment within the room			
Check appropriate hazard and warning signs displayed			
Check first aid provision as required			
Check appropriate fire-fighting equipment in place			
Check if the room is of sufficient size for the average number in teaching groups			
Check work tables are suitable, stable and spaced out appropriately			
Check tables and floors washed daily, or vacuum cleaned daily (with correct 4 micron particulate filter) if carpeted			
Check sufficient electric socket outlets for portable equipment – location and condition			
Check (if appropriate) LEV on ink/paint/adhesive spray booth in place and working, evidence of 12 monthly check			
Check (if fitted) evidence of air compressor check			
Check PPE in place and used (where specified in risk assessments)			
• Check digital/computer equipment and peripherals to ensure annual safety test			
• Height of screens, adjustable chairs meet safe working requirements			
Check work and/or consumable materials are stored correctly and not causing obstructions			
• Check cutting mats/safety rulers & guidance in place			
• Cutting tools stored securely and well maintained			
Check Appropriate hand washing facilities provided			

Further comments on this room if needed and action required (continue on separate sheet)

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Subject Leader: …… Date Completed: ……

Part 7 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Digital Media Design Studio/Suite

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check room clean and tidy			
Check heating and ventilation is as required			
Check light levels sufficient and ensure no screen glare			
Check controlled screen management shutoff, lock and to safeguard or limit access			
Check RCD protection for socket outlets and computers			
• Check digital/computer equipment and peripherals to ensure annual safety test			
• Height of screens, adjustable chairs meet safe working requirements			
• Sufficient working space at each station			
Check security of valuable materials and equipment within the room			
Check appropriate hazard and warning signs displayed			
Check first aid provision as required			
Check appropriate fire-fighting equipment in place			
• Check if the room is of sufficient size for the average number in teaching groups			
• Height of screens, adjustable chairs meet safe working requirements			
Check digital/computer equipment and peripherals to ensure annual safety test			
• Check sufficient electric socket outlets for portable equipment – location and condition			
• No trailing cables or trip hazards			
Chair air conditioning, LEV or heat management systems are suitable (and in summer months), 12 monthly check			
Check work and/or consumable materials are stored correctly and not causing obstructions			
Check suitable cleaning programme ensures surfaces and floors are tidy, washed or vacuumed daily (correct filter)			
Check Appropriate hand washing facilities provided			

Further comments on this room if needed and action required (continue on separate sheet)

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Subject Leader: …… Date Completed: ……

Part 8 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Photography Studio and Dark Room

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check theory/photography studio and darkroom are both clean and tidy			
Check heating and ventilation is as required			
Check light levels sufficient in theory studio/photography room			
Check lockable electrical shut off switch in place, accessible, working and labelled			
Check RCD protection for socket outlets			
Check shut off valve for water supply accessible, working and labelled (in both rooms)			
Check security of storage of valuable equipment, cameras and hazardous chemicals within both rooms			
Check COSHH data sheets are available for chemicals			
Check first aid provision as required			
Check appropriate fire-fighting equipment in place			
• Check the room is of sufficient size for the average number in teaching groups, including the photography areas, backdrops and lighting			
• Photography areas are well organised with no trailing leads or trip hazards. No likelihood of toppling or trip hazard			
• Warning signs in place			
Check work tables of a suitable specification, spaced out appropriately to support safe movement			
Check sufficient electric socket outlets for portable equipment, lighting and			
Check computers and peripheral equipment suitably/safely positioned			
Check work and/or consumable materials are stored correctly & not causing obstructions			
Check appropriate hand washing facilities provided for the studio and darkroom			

Darkroom			
Check darkroom light-trap, safety exit and/or crash-pad emergency exit			
Check darkroom size is of sufficient size for the average number in teaching groups, including safety during an emergency exit			
Check darkroom LEV to ensure efficient and lightproof, evidence of 12 monthly check			
Check appropriate hazard and warning signs, and emergency exit signs displayed			
Appropriate PPE and e.g. safety tongs in place and used.			
Darkroom enlargers and washing/drying equipment well positioned and annual electrical check in place			
Check sufficient electrical sockets for all darkroom equipment, ensure no trailing leads			
• Check good housekeeping, darkroom clear and tidy, well organised, no unsupervised access to chemicals			
• Floor washed daily or regularly (specified by level of use)			
Check photographic sink/tray is of appropriate size for group, well positioned with good space to allow access			

Further comments on this room if needed and action required (continue on a separate sheet)

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Subject Leader: …… Date Completed: ……

Part 9 - Health and Safety Audit of Art & Design

Please refer to the audit guidelines for assistance in completing these forms.

School:

Checklist for: Department - Store Rooms and Office

Room name or number:

Health and Safety Check List	Yes	No	Comments
Check appropriate security (including lockable door)			
Check room clean and tidy with no dangerous obstructions			
Check room is of a sufficient size for the volume of storage and requirements, no danger of collapse			
• Appropriate storage of bulky/heavy materials stored safely and materials stored at height. Suitable ladders available			
• Large storage shelves/units fitted with diagonal or integral bracing to prevent collapse			
• Large storage shelves to store paper are of the correct load bearing specification			
Heating/ventilation as required			
Check lighting is suitable for safe working and visibility			
Appropriate hazard and warning signs displayed			
• Hazardous / flammable / highly flammable materials stored correctly and labelled			
• If suitable, metal fire resistant chemical store			
Check secure/locked storage for examination coursework and exam components, in line with examination board specification and safety to avoid damage and health risk			
• Kettle safety checked, areas are hygienic and clean			
• Food stored correctly, at correct temperature away from chemicals and hygiene hazards			
Check if LEV system is fitted, is it working correctly, evidence of 12 monthly check			
Check store room is kept clean, floor washed weekly, surfaces and passageways are clear and uncluttered			

Further comments on this room if needed and action required

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Subject Leader: …… Date Completed: ……

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Health and Safety Audit of Art & Design - Equipment Checklist

H&S

Appendix 2

Resources
Health & Safety

Please refer to the audit guidelines for assistance in completing these forms.

School:	**Department:**

Checklist for all machines and fixed equipment (includes ceramic & textiles equipment, kilns, pugmills power screen washer, laser cutter, spray booth etc)

Room name or number:

Machine Make / model / type e.g. Kilns and Furnaces Falcon FL 190 Kiln	Machine in good general order & fixed down	Isolator in place & working	Key switch or interlock where required?	Insulated start/stop in place	Conduit in good condition	Safety guards in place with interlock or fixing device & in good order	Work holding or cutter guards in place with interlock where required?	LEV in place and working	Evidence of maintenance programme

Fill in the names of machines in first column, add more pages if needed.

Health and Safety Audit of Art & Design - Equipment Checklist

School:	**Department:**

Checklist for all machines and fixed equipment (includes ceramic & textiles equipment, kilns, pugmills power screen washer, laser cutter, spray booth etc)

Room name or number:

Machine Make / model / type e.g. Kilns and Furnaces Falcon FL 190 Kiln	Machine in good general order & fixed down	Isolator in place & working	Key switch or interlock where required?	Insulated start/stop in place	Conduit in good condition	Safety guards in place with interlock or fixing device & in good order	Work holding or cutter guards in place with interlock where required?	LEV in place and working	Evidence of maintenance programme

Fill in the names of machines in first column, add more pages if needed.

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Health & safety training audit for art & design teachers and technicians

H&S

Appendix 3

Resources
Health & Safety

Audit of staff health and safety training needs for teachers and technicians in secondary schools. All those whose job involves using the equipment listed should complete the form.

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Audit of staff health and safety training needs for teachers and technicians in secondary schools. All those whose job involves using the equipment listed should complete the form.

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Audit of staff health and safety training needs for teachers and technicians in secondary schools. All those whose job involves using the equipment listed should complete the form.

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Name:	Specialist degree:	A&D		D&T	
Job title:		Years in role			
If Art & Design was not a focus of your initial training, have you ever had additional subject specific health and safety training?		Yes		No	
Health and safety training?		Date:		Provider:	
Ceramics/kiln training?		Date:			
Photography/darkroom training?		Date:			
Risk assessment training?		Date:			
Other (please specify)?		Date:			
Other (please specify)?		Date:			
Any H&S Certification?		Date:			
Any H&S Certification?		Date:			

Please add another sheet to cover more than 6 subject staff including technicians