



# Royal College of Art

## Risk Assessment for Students

The College has a legal responsibility (under the Management of Health and Safety at Work Regulations) to assess the health and safety risks arising from any work carried out by Students. A process of Student Project Risk Assessment has been implemented to comply with these requirements and to help students understand the health and safety impacts of their work.

### Risk Assessment

Risk assessment is a term used to describe a process or method for analysing an activity or project in order to:

- Identifying hazards and risk factors that have the potential to cause harm (**hazard identification**).
- Measuring the risk associated with that hazard (**risk evaluation**).
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (**control measures**).

*'Risk Assessment systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.'*

### Risk Assessment for Shows and Exhibitions

Student Project Risk Assessments must be carried out for work which is exhibited in the College galleries and other spaces which present a potential health and safety risk:

This includes work exhibited during the Final Show and WIP Shows.

- During installation and set up
- To staff, students or members of the public visiting the Show

The Show Installation Risk Assessment Checklist will help you understand whether or not a risk assessment is required for the activity or project you are planning.

[Show Installation Risk Assessment Checklist](#)

The checklist gives typical examples of areas health and safety risk (**hazards**) which arise during installation and exhibition.

These are categorized:

**Level 1 (Green):** Covered by general Risk Assessments and Induction.

**Level 2 (Orange):** Requiring additional induction and supervision.

**Level 3 (Red):** Requiring an specific Student Project Risk Assessment for the project/installation.

**Prohibited:** Not permitted in College Shows (see below).

### **Risk Assessments for College Studio and Workshop Projects**

Student Project Risk Assessments may also be required for projects taking place in the studios managed by academic Programmes as well as areas such as workshops which are managed by Technical Services. These should also take into account any risks arising from the presentation of the work to fellow students or staff.

The Student Project Risk Assessment Checklist will help you understand whether or not a risk assessment is required for the activity or project you are planning for other Projects.

### **[Student Project Risk Assessment Checklist](#)**

The checklist gives typical examples of areas health and safety risk (**hazards**) which arise through student projects at the College and which might arise when working from home.

These are categorized **Red, Orange or Green** with a different risk assessment approach for each category.

### **Student Project Risk Assessment Form**

**[A Student Project Risk Assessment Google Form](#)** should be used to identify potential hazards arising from student projects, work and exhibits and the control measures required to reduce the risk.

There is a separate Google form database for each Academic Programme

**Academic Contact / Tutor** approval is required for all risk assessments.

**Technical Services Contact** approval is required for all projects where the making process is supported by a member of [Technical Staff](#). You should obtain approval from the member of Technical Staff who has given the advice.

[The Health and Safety Office](#) must be contacted for specialist advice including biological materials and live animals.

Once you create the form you will be sent an e-mail with a link which will enable you to edit the Risk Assessment or print it (from your e-mail browser) as a PDF.

It will also be shared automatically with the your Programme.

### **Off-Site Projects and Travel Risk Assessment**

Risk Assessments are required for projects taking place at off-site locations (non College premises) including exhibitions, workshops and surveys.

If an off-site premises is used then a copy of the risk assessment should be submitted to the person/organisation in control of that location/premises.

For projects that involve travel the separate guidance on [Travel Risk Assessment](#) should be followed.

### **Restricted Items, Equipment and Materials**

You may be required to carry out a risk assessment before you bring certain restricted items, equipment or materials into the College for projects or exhibitions. Examples would include:

**Biological materials** including human and animals blood/tissue, plants, fungi, bacteria and soil (to be advised by the [Future Materials - Natural Matters Biomaterials Workshop](#)).

**Hazardous substances** (to be advised by [Technical Services](#))

**Items of furniture** (to be agreed with [Buildings and Estates](#) to confirm fire safety standards, cleanliness and space requirements) e.g. sofas, arm chairs.

**Certain types of electrical equipment** (to be agreed with [Buildings and Estates](#) and [PAT test required](#)) e.g. fridges, toasters, sandwich-makers, hot-plates, hot-wire cutters.

**Live animals** including insects (to be advised by the [Health and Safety Office](#))

**Radioactive materials** (to be advised by the [Health and Safety Office](#))

**Other restricted items** include bicycles which are not permitted in College buildings with the exception of folding bicycles which must be folded before they are brought onto the premises.

If in doubt, always ask a member of staff or security guard before you bring any of the above items, equipment or materials into College.