

St Ives School of Painting (SSP) Risk Assessment – Porthmeor Art Collective, Online

Details of Project:

Free art workshops online for teens aged 13-16 years, broadcast to up to 25 teens in Microsoft Teams using software VMix.

- **Dates:** Summer 2021- 6 July, 13 July, 20 July and 27 July
- **Tutor/Artists:** Emerging Artist Caleb Richards
- **Timings:** 4.30pm – 5.30pm
- **Location:** Broadcast from Roy Ray broadcasting suite at SSP

Responsible staff for ensuring control measures of this risk assessment are implemented

- Cat Lee, Youth Arts Manager, SSP– overall responsibility for ensuring completion of risk assessment and that control measures are implemented and communicated to tutors and young people.
- Joanne Barry, Digital Production Manager, SSP – responsibility for online safety measures.
- Emerging Artist Caleb Richards – in liaison with Cat Lee and Joanne Barry. Adhering to code of conduct and ensuring these control measures are followed and implemented in the sessions.

Planning Essentials before the project starts:

- Clear enhanced DBS checks for all members of staff involved
- Both Managers have undertaken Level 2 safeguarding children training
- Emerging Artist is undertaking Level 2 safeguarding children training
- All Staff been inducted into SSP procedures to safeguard children and signed the code of conduct.

The online space			
Hazard	Potential Harm	People at Risk	Control Measures
Digital platform unsafe	Data breach and safeguarding issues	Students and staff	<ul style="list-style-type: none"> • Other platforms have been considered, but Microsoft Teams has been chosen for its security when working with young people online

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			<ul style="list-style-type: none"> • Broadcast will be at SSP using IT facilities which adhere to SSP's Acceptable Use of IT Policy • Account admins and hosts will be the Digital Production Manager and Youth Arts Manager • Participants will be invited into a Teams meeting, set up specifically for each individual session • Session link is only sent an hour or two before the session starts • Only first names will be featured for their on screen name • We won't share any personal information of the young people • The Lobby feature is on by default so people have to be admitted manually • Meeting passwords are on by default • Youth Arts Manager will manage the chat function, monitoring comments by young people as they happen • Young people will be briefed that any inappropriate chat or bullying and they will be forced to leave session, as controlled by Youth Arts Manager • We will lock our meeting room after we have all the attendees present • Mute attendees automatically on joining • Turn screen sharing off for the young people in settings • Not require cameras to be on for the whole time in the session, only for feedback of activities, discussions and showing artwork at the end.
Untrained or unsuitable activity leader/tutor	Increased risk of a variety of accident and injuries. Failure to safeguard	Students	<ul style="list-style-type: none"> • Broadcast will be at SSP using IT facilities which adhere to SSP's Acceptable Use of IT Policy • Emerging Artist has clean enhanced DBS check • Emerging Artist has been given mentoring by an Artist Tutor from SSP who has considerable experience of working with children • Emerging Artist has been inducted into the working practises of SSP and has signed the SSP code of conduct • Digital Production Manager controls the broadcast from the same space as Emerging Artist • Youth Arts Manager will be present at all times of the broadcast

			<ul style="list-style-type: none"> Emerging Artist has no personal details of the young people booked on, only their first name as appears on screen Emerging Artist is undertaking a Level 2 Safeguarding course.
Insufficient adult supervision of broadcast	Increases risk of safeguarding issues or data breach	Students	<ul style="list-style-type: none"> Emerging Artist, Digital Production Manager and Youth Arts Manager are present at all times of a broadcast With smaller groups, if only one young person attends a session, another member of staff will join the Emerging Artist so 2 adults are present on screen at the same time
The physical studio space			
Hazard	Potential Harm	People at Risk	Control Measures
Hazardous substances. Contact with solvents, paints, flammable liquids and other cleaning chemicals. Toxic, corrosive, irritant and flammable liquids	Damage to eyes, nose, skin and mouth. Irritation/dermatitis/ eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Tutors and staff	<ul style="list-style-type: none"> Tutors advised on material uses in their induction to SSP Control of Substances Hazardous to Health Regs/policy and procedures implemented in studio overseen by Studio Manager. Substances held in lockable metal cabinet when not in use COSHH training undertaken by studio technicians and information given to tutors. Staff shown how to use hazardous substances safely. Windows to be opened to improve ventilation Safety Data Sheets completed Use of substances in art activity checked in advance and monitored by Studio Manager. No paint down sinks.
Use of sharp objects e.g. scissors, blades	Cuts, slicing fingers	Tutors and staff	<ul style="list-style-type: none"> Tutors advised on material uses in their induction to SSP.
Hot water caused by thermostat	Burns and scalds	Tutors and staff	<ul style="list-style-type: none"> Tutors advised on material uses in their induction to SSP Notice displayed warning about hot water.

<p>Fire in the building</p>	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/burns or death.</p>	<p>Tutors and staff</p>	<ul style="list-style-type: none"> • Tutors are inducted on fire evacuation procedures when start work at SSP • Fire risk assessment undertaken, and necessary action taken following site visit by Cornwall Fire and Rescue Service • 5 Fire Wardens trained • Fire Warden Action Plan implemented • Regular studio checks of fire hazards undertaken by Fire Wardens and Technicians.
<p>Electrical hazards Faulty electrics, water and electrics e.g. kettle near sinks, overfilling kettles so they sit in water, hairdryers, heater for life drawing, fans, computers etc.</p>	<p>Possible electrical shocks or burns, threat of fire and risk to life.</p>	<p>Tutors and staff</p>	<ul style="list-style-type: none"> • Tutors advised to not overfill kettles • Staff trained to spot and report to manager any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use. • Kettles placed in areas where they won't come into contact with water. • Non-essential equipment is unplugged when not in use • Extension leads fully extended when in use • Fire Wardens know not to overload sockets with old cube adaptors • Staff know where the fuse box is and how to safely turn the electricity off in an emergency • Clear access to the fuse box • Qualified electrician carries out PAT testing every year on appliances in accordance with HSE book, HSG107 Maintaining portable and transportable electrical equipment.
<p>Slips Trips Falls in SSP studio and stairs inside.</p>	<p>Injury trips slips and falls e.g. fractures, bruising, cuts.</p>	<p>Tutors and staff</p>	<ul style="list-style-type: none"> • Tutors advised of hazards at start of online courses • Good housekeeping in the studio, keeping areas tidy, with any spillages cleaned up immediately. Staff keep work areas clear, e.g. no boxes or objects to be left in walkways, easel legs to be clear of walkways • All areas well lit, including stairs • No trailing leads or cables • Avoid using outside steps. Warning given of slippery when wet on outside steps and to be careful. Avoid carrying large items up these steps • Accidents to be recorded in accident book and copy to be sent to Head of Operations.