# Health and safety monitoring



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| **Art and design** | **Art and design environments** |
| **School:**  **Head of art and design:** | **Room no:**  **Activity:**  **Number of store rooms:**  **Teacher responsible:** |

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| **Health and safety checklist** | | | | |
| **Item** | **Yes** | | **No** | **Comments/action points** |
| Is the line of management, and its role and responsibilities, clearly recognised within and beyond the department? |  | |  |  |
| Have you got a departmental health and safety policy? (Refer to the Health and Safety Policy section on the Health & Safety web page: <https://hampshireservicesforschools.hants.gov.uk/Page/35481> |  | |  |  |
| Are you and your staff aware of the HIAS health and safety guidance for art? |  | |  |  |
| Are you and your staff aware of other information to support health and safety in art, eg: suppliers’ guidance? |  | |  |  |
| Do you have effective arrangements in place to ensure pupils are aware of safe practice in the art and design environment (eg: lesson plans, supervision and instructions)? |  | |  |  |
| Do teachers explain and demonstrate to pupils safe use of equipment? |  | |  |  |
| Do you check that pupils use tools and equipment safely during lessons? |  | |  |  |
| **Item, cont …** | | **Yes** | **No** | **Comments/action points** |
| Are health and safety instructions and risk assessments integrated into the schemes of work? |  | |  |  |
| Is there safety induction and awareness information for new staff covering, for example: evacuation procedures, pupil behaviour and well-being, and equipment. | |  |  |  |
| Are cover staff alerted to specific health and safety issues in the procedures needed when working in the art and design environment? | |  |  |  |
| Is there adequate protective clothing/equipment for staff and pupils and are they of the correct type? | |  |  |  |
| Are key health and safety notices visible? | |  |  |  |
| Are staff fully familiar with the school’s fire evacuation procedures? | |  |  |  |
| Are staff aware of what procedures to follow in the event of an emergency involving gas, electric or water? | |  |  |  |
| Is the floor maintained in safe condition? Are cleaning materials/ floor mops available for spillages during lessons? | |  |  |  |
| Is there sufficient space for movement and work? | |  |  |  |
| Are the storerooms properly utilised and managed? | |  |  |  |
| Are there first aid boxes located in appropriate areas with a notice regarding access to a first aider? | |  |  |  |
| Is tap water readily accessible for eye irrigation? If not, do you have sterile water in a disposable container? | |  |  |  |

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| **Item, cont’d** | **Yes** | **No** | **Comments/action points** |
| Are there hand washing facilities with a supply of soap and towels located in each art and design room? |  |  |  |
| Are risk assessments available? (Some model assessments are available on the Art Moodle – Open Resources – Leadership – General Health and Safety Cross phase: <https://art.hias.hants.gov.uk/course/view.php?id=47> |  |  |  |
| Do you have COSHH assessment forms completed for all hazardous substances used in the classroom? Available on the Art Moodle – Open Resources – Leadership – General Health and Safety Cross phase: <https://art.hias.hants.gov.uk/course/view.php?id=47> |  |  |  |
| Do you keep manufacturers safety data sheets (SDS) for all products to assist in completion of the COSHH assessments? |  |  |  |
| Does your school arrange to check portable electrical equipment annually? |  |  |  |
| Is there appropriate and clearly labelled storage for:   * flammables * clay, glazes and slips * photographic chemicals * acid solution for printmaking? |  |  |  |
| Is there an appropriate cleaning regime in place? |  |  |  |

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| **Signature of head of art and design:** | **Name (in capitals):** | **Date:** | |
| **Signature of line manager for art (senior management team (SMT)):** | **Name (in capitals):** | | **Date:** |

## Useful publications/resources

HIAS Art Moodle: <https://art.hias.hants.gov.uk/>

*Guide to safe practice in art and design*, National Society for Education in Art and Design (NSEAD): <https://www.nsead.org/resources/health-safety/>

*A guide to safe practice in art and design*, DfE (DfES) and HMSO, 1995,  
ISBN: 011270896X

Hampshire County Council Children’s Services Art – Health and Safety home page: <https://hampshireservicesforschools.hants.gov.uk/Page/35481>

COSHH risk assessment template: <https://art.hias.hants.gov.uk/course/view.php?id=47>

Risk assessment template: <https://art.hias.hants.gov.uk/course/view.php?id=47>

**Action to be taken following monitoring of health and safety in art**

**(Once completed, share with your senior management)**

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| **Action** | | **Person responsible** | **Timescale** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

**Signature: …………………………………………………………………………………………………. Copies to: ………………………………………..**

**Date: ……………………………………………**