



Art and Design Compliance Code

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1. Introduction

This Compliance Code covers the Art and Design department of all High Schools associated with West Norfolk Academies Trust.

As with any practical activity, there is an element of risk in art and design activities. However, this can be kept to an acceptable minimum if those involved are aware of the potential hazards and take appropriate steps to avoid accidents

2. Responsibilities

Headteachers, where appropriate through Heads of Department, teachers, technicians and other support staff, have a responsibility to ensure that the requirements stated within this compliance code are met within their school.

The Headteacher is responsible for monitoring the implementation of the Compliance Code and for ensuring that a copy is made available to the Head of department electronically.

The Head of department is responsible for ensuring the Compliance Code and any updates are brought to the attention of all staff in the department and for ensuring that it is complied with.

The Head of department, through discussion with the Site Manager or Trust Estates Manager, is to ensure that the control measures identified within the Site General Risk Assessment are implemented and reviewed annually for their area of responsibility. Any unforeseen hazard is to be included in the Site General Risk Assessment as and when identified along with suitable control measures.

2.1 Delegated Responsibilities

Inspection, servicing and maintenance of department equipment is delegated to the site manager who is responsible for ensuring that issues identified from servicing, inspection and testing reports are communicated to the head of department in a timely manner.

An assessment of the findings is to be conducted with mitigating control measures implemented until such time that equipment can be repaired/ replaced. Where an increased risk is identified this, along with additional control measures, is to be included in the Site General Risk Assessment.

The Head of department should actively monitor safe practice within their department. Methods of doing this could include departmental meetings, lesson observation, monitoring of delegated roles, talking directly with teachers/technicians/pupils, and checking records (e.g. lesson plans, schemes of work).

It is particularly important that teachers are aware of their responsibilities regarding health and safety and ensure that pupils act safely, within acceptable bounds, at all times.

3. CLEAPSS

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities, Academy Trusts and their schools. West Norfolk Academies Trust provides access to all schools.

Model risk assessments and other documentation provided by CLEAPSS underpin this Compliance Code and references to relevant areas of CLEAPSS guidance are provided where appropriate.

You are also recommended to refer to 'A Guide to Safe Practice in Art and Design' published by [NSEAD](#) (The National Society for Education in Art and Design) on their website which complements the Model Risk Assessments published by CLEAPSS.

4. Management Issues

This section considers the management issues required to run a safe and healthy Art and Design Department. The information should be used to develop local procedures and delegate tasks/responsibilities to individual staff members. It will be necessary to consult relevant sections of this Compliance Code and CLEAPSS guidance to ensure all aspects are covered.

4.1 Class Sizes

There must be sufficient room for the pupils to work safely, including safe and easy access to materials and equipment. It is important to establish a purposeful working environment in which there is a sense of order, concern for others and unhurried movement when performing technical operations. There is no statutory limitation on class size. However, there is an obvious relationship between the degree of hazard and the size of the teaching group in certain activities. For example, in specialised studios, such as ceramics, the space may have been planned with maximum numbers of around 20 pupils in mind, but in large art and design rooms there is usually sufficient room for up to 30 pupils depending on the activity. Full class sizes of around 30 pupils might, however, place constraints on the range of activities which can be safely accommodated.

The size of practical groups and teacher–pupil ratios should take account of the assessment of potential hazards and appropriate safety regulations. Teaching staff must take account of the age, ability, aptitude and any special educational needs of pupils in relation to the accommodation, equipment and activities. If, in a teacher's professional judgement, a class is too large to attempt a particular piece of practical work safely, then other strategies must be considered.

4.2 Supervision of Pupils and Classroom Organisation

Staff using equipment/machinery in Art and Design Departments must be experienced in their safe use. Risk Assessment should identify practical classes which must be closely supervised by a qualified specialist teacher.

Organisation of both general classrooms and specialised studios will vary according to the range of art and design activities that can be undertaken. A multiplicity of activities may take place in high school art and design studios. Such rooms will often accommodate a range of activities, from drawing and painting to clay work and printmaking. These are not necessarily compatible. Safe working practice depends upon the extent to which the room is properly organised and the pupils are confident and competent to work in the variety of materials available.

No pupil should be asked to attempt potentially hazardous tasks that are beyond their capabilities and care should be taken to ensure that pupils do not use equipment for which they have not been trained. Some schools may have rooms dedicated to specialised activities such as ceramics and these require specific safety measures as laid out in the specialised CLEAPSS guides. In all cases however, adequate space and supervision are a prerequisite for safe practice.

4.3 Curriculum Risk Assessment

Legislation requires that, before model risk assessments are adopted for use in a workplace, the need for modification to suit the local conditions is considered, e.g. size of rooms, class size and pupil behaviour, the equipment available etc.

For practical work Heads of Art and Design must check CLEAPSS model risk assessments and record the significant findings of these assessments on documents that are in daily use – lesson plans, worksheets and schemes of work, including published schemes. Any further modifications needed to meet local circumstances should be made once the initial cross referencing with CLEAPSS risk assessments has been undertaken. It is preferable that this process is coordinated from a single source accessible to all staff.

4.4 Health and Safety Training

Health and Safety Training is necessary to ensure that staff are competent to carry out their work and to meet mandatory legislation such as fire safety. Training should include both local procedural arrangements and, where applicable, qualification to National Standards. A record of training must be held and Headteachers and Heads of department should ensure that suitable induction procedures are in place for new staff. For guidance see WNAT Induction Policy.

It is highly recommended that heads of department complete a suitable H&S Management course.

Heads of department should organise local training sessions for staff to cover the following areas which are particularly important for new and temporary staff:

- Departmental Procedures and Controls referencing this Compliance Code and the Site General Risk Assessment
- Record of curriculum risk assessments
- Local Emergency arrangements
- Local workroom rules
- Equipment usage and inspection procedure
- Use of personal protective equipment where identified

5.0 Inspection of workplace and work equipment

The inspection process consists of periodic checks of the workplace environment and the equipment contained in it. The aim of this is to ensure that the control measures put in place to protect persons from risks identified in the Site General Risk Assessment are actually working in practice.

Health and Safety law requires that work equipment is maintained in a safe condition as per the Provision and Use of Workplace Equipment Regulations (PUWER). To achieve this, equipment must be maintained, inspected and, where necessary, tested. The requirement to meet regulation requirements is the responsibility of the Site Manager who monitors the need as part of their compliance schedule.

However, department staff are also responsible for the daily inspections and reporting of faults in a timely manner with suitable control measures implemented where there is a potential increased hazard and associated risk.

5.1 Types of Inspection, Maintenance and Testing of Work Equipment

There are 3 levels of inspection, maintenance and testing of work equipment which must be carried out. These are: -

5.1.1 Level 1

A visual check by staff of equipment and workplace prior to its use on a daily (or as used) basis. This is simply a visual reassurance that the item or area is safe to use.

All faults are to be reported to the site manager in a timely manner using the relevant helpdesk. Any equipment found to be faulty is not to be used until remedial work is completed

5.1.2 Level 2

A more formal visual inspection which should be carried out termly. It requires checking the workplace and equipment using a checklist.

Level 2 inspections will be conducted by the WNAT Estates Manager and will consider items included in Annex A to this compliance Code. The findings will be recorded and presented at the termly H&S meetings.

5.1.3 Level 3

Formal maintenance/inspection checks carried out by competent persons such as specialist contractors or members of staff who have received adequate training.

This is scheduled by the School Site Manager as part of their role responsibility for compliance management. Service, Inspection and testing reports are to be reviewed upon receipt and recorded centrally within the school Estates Management System (EMS). All issues are to be communicated to the Head of Department and additional control measures are to be considered where there is an increased risk to H&S or the operation of the school.

The records of these inspections are extremely important and can prove to be invaluable in defending any claims for compensation made against the Trust/ School.

Contractors that maintain, service and formally inspect work equipment, such as kilns etc, may sometimes recommend upgrades or improvements to the system, citing non-compliance with legal requirements. In these circumstances' schools should ask contractors to provide details and/or a risk assessment where the outcome clearly demonstrates the need for the additional control measures that the contractor has recommended.

Schools are inherently a low risk environment and all recommendations should be considered using the cost versus risk approach. However, where there is a clearly lack of legislation compliance, increased risk to H&S or the operation of the school then the recommendations must be implemented.

6.0 Portable Electric Equipment

A visual inspection of portable electric equipment should be carried out each time they are used and should form part of the lesson to instil good practice.

Particular attention should be paid to the condition of the plug, lead, casing and switches. Faulty or damaged equipment should be taken out of use and marked accordingly until the fault has been rectified. Under no circumstances should a portable power tool be used other than by its design method.

Portable equipment should be tested periodically (PAT). Note this does not need to be an annual requirement and is based on an assessment of the use of the equipment. For example, items that remain in situ and do not regularly move would potentially require testing every two years (E.g. IT) whereas items that are regularly moved around (E.g. Soldering irons) could be deemed as requiring PAT every 6 months. The periodicity of testing is at the discretion of the Head of Department through discussion with the Site Manager

7.0 Personal Protective Equipment (PPE)

Any eye protection bearing the mark BS EN 166 indicates that it is suitable for general purpose use and conforms to the European Standard. This includes goggles, face shields and spectacles. Reference should be made to the model risk assessments contained in the CLEAPSS website to determine which class and type of equipment is suitable for specific activities.

Teaching staff should ensure that adequate and suitable footwear is worn at all times to provide protection and promote good practice by setting examples.

Personal protective equipment must be: -

- suitable for the intended use
- maintained in good condition
- correctly stored.

Defects must be reported and defective equipment repaired or replaced promptly.

8.0 Fire Precautions and Emergency Procedures

The school fire evacuation plan should be displayed in a prominent location and staff should review regularly to ensure they are aware of the requirements.

Issues identified during termly evacuation drills are to be communicated to the Site Manager to allow potential amendments to be implemented.

Rags, cotton waste, polyurethane foam and similar materials are a potential danger and should not be allowed to accumulate or be stored near naked flames or very hot objects. Aerosol containers should not be stored near naked flames or very hot objects, or on windowsills and other areas where they may be subject to direct sunlight (even when empty).

All flammable substances must be stored in appropriate containers and areas. Activities within practical areas or displays of work (including on open days) should never obstruct access to fire escape routes or emergency exits.

All staff are required to complete mandatory fire awareness training annually.

9.0 Cleaning

Clean working conditions are part of the general environment needed for good teaching and learning. Pupils should be taught that cleaning up, care of tools and equipment and respect for materials are an essential part of safe practice. As far as possible, pupils should be encouraged to assume responsibility for clearing their own workspace. Some materials can create problems (clay/plasters etc) and require specific cleaning methods – reference should be made to the relevant Model Risk Assessments provided by CLEAPSS.

10.0 Chemicals and Materials

There are many hazards associated with working with chemicals. These hazards and the means of controlling the inherent risks in Art and Design processes can be found in the CLEAPSS Model risk Assessments.

Chemicals and hazardous substances should only be ordered from suppliers that provide the comprehensive Material Data Sheet information necessary for the risk assessment process. The replacement of high-risk substances for low-risk substances should be considered where possible. Only chemicals and hazardous substances that are known to be adequately contained and properly labelled should be purchased.

All corrosive and toxic chemicals, including many cleaning fluids, adhesives, dyes and inks, must be in appropriate containers and kept in secure stores. Quantities in use should be restricted to the minimum necessary. Staff must be aware of the dangers, including those arising from accidental or intentional inhaling. Procedures for disposal and action in the event of an accident must be clearly set out in areas where chemicals are stored or used.

Where decanting of substance into other containers is carried out the container must be labelled stating the substance contained. Substance should never be mixed unless specifically required as part of a process requirement.

There are a variety of materials used in art and design activities. The CLEAPSS model risk Assessments give detailed advice, whether working in metals, wood, plastics, glass, building and insulation blocks, ceramic materials, paints, solvents, dyes, scrap materials, adhesives, plaster of Paris or experimental and novel activities and materials.

11.0 First Aid

A first aid box or boxes containing suitable first aid materials should be situated in the area. Where deficiencies are identified this should be highlighted to the school 'Appointed Person' responsible for first aid as per the WNAT First Aid Policy.

All staff should be able, if necessary, to carry out immediate remedial measures when required and while waiting for the first aider. It is therefore highly recommended that staff complete a suitable first aid course as per the WNAT First Aid Policy.

All incidents are to be reported using the WNAT Incident helpdesk. This will assist in determining whether follow up investigation is required or whether there is a need to report the incident to the HSE as per the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

Effective investigation and reporting can assist in alleviating potential claims made against the School / Trust.

12.0 Storage and general housekeeping

Poor organisation of storage and access systems for equipment, materials and work in progress, may create hazards. Clutter in circulation spaces and untidy, inaccessible or over-full storerooms present obstacles to safe movement and create a potential fire risk.

Storerooms should be sufficiently large enough to meet the needs of the areas they serve and take account of the range and type of activities. Failure to organise storage space can result in an accumulation of materials in working areas.

Racks and storage units should be positioned for ease of access and should not reduce or obstruct circulation space. High level storage units should not be used for heavy equipment or materials and safe means of access should be provided.

Students must never be exposed to any risk of falling from height and as such any requirement identified, such as retrieving items from high shelves etc, is to be conducted by staff only.

NOTE – Furniture such as chairs and desks are not to be used for any working at height requirement in any case. This includes retrieval of items in storage spaces.

Annex A to WANT Art & Design Compliance Code

Level 2 guidance checklist for termly inspection

1	Fire Precautions	Yes / No	Comments / Remedial Action
	Are escape routes and fire exits clear and unobstructed		
	Are combustible materials kept away from heat sources		
	Are emergency exits and escape routes clearly marked and visible		
	Do fire exit doors open easily (i.e. not stiff /broken, or needing a key to unlock)		
	Are all fire extinguishers fully charged, operational and in-date annual servicing?.		
	Are all the elements of your fire alarm system (including call points, alarms / detectors etc tested / serviced.		
2	First Aid	Yes / No	Comments / Remedial Action
	Are first aid boxes correctly and adequately stocked		
	Are First Aiders clearly identified		
3	Housekeeping	Yes / No	Comments / Remedial Action
	Are waste bins routinely emptied		
	Are floors / corridors clear of rubbish, materials and equipment		
	Are storage areas tidy and uncluttered		
4	Slips / Trips and Falls	Yes / No	Comments / Remedial Action
	Are floor and stair surfaces / coverings in good condition (i.e. no worn/raised edges, no broken treads on stairs)		
	Are all areas free from trailing cables / wires		
	Are steps / changes in floor levels clearly marked / obvious		
	Are handrails in good condition		
	Are wet floors or spillages dealt with appropriately		
	Are floors free from loose rugs and mats, especially on shiny / slippery floor surfaces		
5	Electrical Safety	Yes / No	Comments / Remedial Action

	Are there sufficient sockets to avoid the use of adapters or extension leads and overloading		
	Have portable electrical appliances been tested as required		
	Are plugs, sockets, cables, flexes in good condition		
6	Lighting	Yes / No	Comments / Remedial Action
	Is internal and external lighting sufficient		
	Are lights and diffusers clean and in working order (no missing/broken bulbs/tubes)		
7	Storage	Yes / No	Comments / Remedial Action
	Is all stored material / equipment stored safely		
	Is all shelving / racking secure		
	Is appropriate equipment available for access to any high shelving or racking		
	Are any hazardous substances correctly labelled and stored in a safe manner		
	Are all hazardous substance storage areas clearly marked as such		
8	Furniture / Equipment	Yes / No	Comments / Remedial Action
	Is all furniture / equipment safely positioned and appropriate for its usage		
	Are ladders kept secure		
	Are ladders in satisfactory condition and suitable for the tasks carried out		
	Are ladders inspected formally and records kept		
	Are records up-to-date for all equipment requiring statutory inspection (e.g. hoists, lifts, pressure vessels, gas appliances etc)		
9	Workplace Safety	Yes / No	Comments / Remedial Action
	Are any asbestos containing materials (ACM) in good condition (refer to your site asbestos register for details of any ACM's on your site)		
	Are any necessary legionella checks being carried out / recorded and any remedial actions being undertaken (as detailed in the Legionella Risk Assessment for your site)		

	Where you have safety film fitted to glazing is it in good condition i.e. no cuts, slits, scratches, not bubbling, not milky in appearance and no wavy lines when viewed at 45 degree angle?		
	Is there a comfortable working temperature		
	Are toilet facilities in good working order with hot and cold water available for handwashing		
	Are main access paths kept clear of leaves / snow & ice		
	Are access paths in good condition		
10	Incidents	Yes / No	Comments / Remedial Action
	Are all staff aware of how to report an incident?		