

Policy on the use of Power Tools in the Studio

**Date Approved by
Academic Council: May 2014**

Author:

Head of the School of Fine Art

Policy for the use of Power Tools in the Studio and regulations thereof.

1 Background

- 1.1 Due to recent changes at Glasgow School of Art with the *centralisation* of certain workshops under the umbrella of the Technical Support Department, the School of Fine Art has identified the need for a policy governing the allowance of the use of certain power tools within the studio environment. The lack of adequate and sufficient construction space in the Reid workshop resource and the related practicalities associated with making/adjusting/fine tuning artworks has necessitated an extension to the activities carried out in local studio environments. The dislocation or proximity from the centralised resource has facilitated the need for local safe-working practices; the movement of materials between buildings to make minor adjustments to artworks is not a practical solution and potentially generates another set of health and safety issues, not to mention wasted time and a lack of efficient working methods. Where possible use of the centralised technical workshop areas will be the primary source of work.
- 1.2 This policy seeks to *support* and complement the current facilities provided by the Technical Support Department, it is absolutely *not* an alternative to this resource.
- 1.3 For this reason the School of Fine Art have invested in mobile Festool kits (jigsaw, sander, cordless drill, dust extraction) in order to provide a central supplementary resource using the safest power tool equipment available.
- 1.4 All investment in supplementary equipment in the School of Fine Art has been procured through discussion with Technical Support Department and the Health and Safety officer within Glasgow School of Art.
- 1.5 To fully outline the background for this it is important to be fully aware of the academic necessity to provide this sort of provision, safely, in order to support student development and working practices.
- 1.6 Three-dimensional working practice is often determined through the use, efficiency and awareness of the possibilities of tools for working. This often includes the use of power tools and it is important that students are supported in these activities from a School base.
- 1.7 This policy supports the technical training for students before the use of any tool in the studio (outside of the current technical areas).
- 1.8 It also defines therefore the particular power tools that students could be permitted to use within the designated studio and the needs pertaining to those tools and their usage. There are stringent restrictions on the type of tools that are permitted in the designated studio environment and these must be adhered to.
- 1.9 This proposal supports the particularities pertinent to modes of studio usage across Glasgow School of Art. Ongoing staff reflection and feedback from students has brought this issue to the fore. As a space for active working, the

use of equipment necessary to support that working is crucial. The School of Fine Art sees this as a fundamental part of Professional Practice, where a graduate may not have access to a well equipped workshop facility but will have had sufficient training in the safe working methods of using power tools within their own studio environment.

2 Safe Working Practice and Conditions of Use.

- 2.1 All students using power tools must have first undergone a comprehensive induction with a qualified member of staff before use.
- 2.2 A declaration of compliance to terms and conditions will be signed by students at the induction and kept by departments for GSA's records.
- 2.3 Each student will be advised on and provided with personal safety equipment before the use of any permissible tools, which will be signed for and returned after use and kept as part of department records.
- 2.4 Power tools must only be used by trained students in the designated studio areas.
- 2.5 Personal safety equipment (FFP3 dust masks, ear defenders and eye protection) must be worn at all times within the designated areas as prescribed in the Health and Safety guidelines after instruction on how these are fitted and used.
- 2.6 Only power tools that have been PAT tested, approved and have the appropriate dust extraction facility (such as Festool) should be used in the studio environment.
- 2.7 Students should follow the health and safety guidelines laid out by the school at all times (including the lone working guidelines).
- 2.8 Students are required to complete a risk assessment before using the tools and consult staff accordingly.
- 2.9 Only one person should be operating power tools in the active working area at any one time and another *trained* person should be assisting if necessary. Power tools must not be used if there is no one else in the studios, in compliance with the Schools lone working guidelines policy.
- 2.10 Power tools should be signed out from the relevant department office and returned at designated times as established by your department.
- 2.11 Faulty, or broken equipment should not be used (e.g. broken casing, faulty motor, or damaged cable) and should be reported to the relevant

department office immediately. Equipment must be checked for any defects before use by the student.

- 2.12 Power tools should only be used between 10.00-12.30pm and 2.00-4.30pm each day when there is a trained member of supervising staff available to monitor use and supervision.
- 2.13 Students should be considerate to others concerning the use power tools, and pay particular attention to the affected acoustic environment.
- 2.14 All accidents, injuries and near misses should be reported immediately and written up in the incident report book, which is available in your department.
- 2.15 The tools listed in this policy above (departmentally provided for, including the Festool kits) are suitable for use within the restricted usage defined and outlined, however the use of external sourced equipment brought in by students must be authorised by the Head of Department, the Head of the Technical Support Department and the Health and Safety officer before use.
- 2.16 Circular saws and machinery of this type are not permitted for any use outside of the centralised technical service area operated by GSA technicians.
- 2.17 To support the change of use from studio to dedicated studio the Programme Leader or Head of Department should seek advice from the Estates Department in relation to the provision of power, the suitability of fire protection and so forth.
- 2.18 Equipment is owned and maintained by the School, Programme or Department outwith the Technical Support Department

3 Compliance

- 3.1 Consultation process with GSA Technical Support Department.
- 3.2 Consultation with the GSA Health and Safety officer.
- 3.3 Compliance with BS 4163:2007, Health and Safety document (provided by the Health and Safety Officer), following the code of practice within the workshop and Health and Safety policies and procedures including and especially within designated studio space.
- 3.4 Glasgow School of Art strategic development plans.

4 Pro Forma

- 4.1 Attached is the Pro Forma for use with students.

- 4.2 This Pro Forma must be completed by students prior to being given access to the Festools.
- 4.3 Before completing the Pro Forma students must have completed a full induction with trained staff.

Dr Alistair Payne

Head of School of Fine Art (Acting)

25th March 2014

Pro forma for use of Festools in Designated Studios

Name -

Year Group -

Date -

Time of use: *(please tick session, morning or afternoon)*

10-12.30pm

2-4.30pm

Have you been inducted into the safe use of Festools by a member of staff? **Y/N**

Do you have Personal Protection Equipment (PPE) – eyewear/ear-plugs/dust-mask?
Y/N?

Which specific tools will you be using? *(please circle)*

Vacuum

Cordless Drill

Jig Saw

Sander

Full Kit

What purpose are you using the tools for? Please provide a brief description below:

Have you carried out a Risk Assessment of the activity you will be carrying out? **Y/N**
(please attach completed forms which can be downloaded from the vle)

Will a notified person be working in the local vicinity? **Y/N**
*(remember **no** lone working)*

In signing this form the student and staff member confirm that indirect supervision is available and the supervisor is aware that equipment is in use.

I will follow the guidelines laid out for safe use of tools in the designated studio environment
and will return the kit on time to a member of staff

Signed *(Student)*

Date -

Signed *(staff)*

Date -

Equipment Returned, complete and without incident:

Signed (staff)

Date -