Joanna Sands RA

Address : C4D1, 31-38 Queen street Hull, HU1 1UU

Task :

Constructing a paper, balsa wood and foam board sculpture positioned on floor in middle of vacant office space.

Manual Handling-

Materials used: All materials used are lightweight, paper, foam board and balsa wood.

Equipment used includes 2 portable workmates, 1 worktop, battery drill and Stanley knife.

RIsk level : low

Action : none required

COSHH -

Only substance used in minimal quantities is spray mount

Risk level : low

Action : none required

FIre -

All fire routes and exits will be kept clear. Fire fighting equipment in building lobby has been identified and is accessible.

Only flammable so used will be minimal amounts of spray out.

Battery fro drill will be charged using available sockets, but not left in attended or overnight.

Risk level : low

Action : none required

Welfare and housekeeping -

Toilets and washbasins are available for use in building. All materials and equipment for sculpture will be stored safely when unattended.

Risk level: low

Action : none required

Security:

Office space will be securely locked when un attended. When space is open to General public invigilators will,be present and space will not be left unattended at any time

Risk level : low

Action : none required

Other :

Threshold to main door needs repairing, contractor will repair area before exhibition opens to GP. In the meantime care will be taken when entering and exiting the building and space not open to GP.

Risk level : low

Action : threshold repaired by contractors prior to space opening to GP.

Action : floor mat situated by door to reduce dust and dirt being brought into the exhibition space will be secured by tape to reduce potential tripping hazard, this will be done after threshold is repaired and prior to space opening to GP. Alternatively, contractors to supply doormat used in commercial properties.

Risk level : low

Action : contractors to repair threshold prior to space opening to GP and possibly providing floor mat suitable for commercial properties.

Floor socket panels have chamfered edges and are clearly visible so low risk tripping hazard, will seek advice from event organisers re possible signage when space opens to GP.

Risk level : low

Action : seek advice re signage

Lighting - no lighting at present, not necessary as space only worked in during day light hours.

Risk level : low

Action : none required.