

Cambridge Art Salon, UNIT 13 and Cambridge Fire Service have created this policy. It is a condition of tenancy at UNIT 13 that all artist licence holders have read and are implementing the above points. Failure to have read and adhered to the policy will result in the licence being void. Although UNIT 13's fire wardens are your point of contact for information on the policy, all artists are ultimately responsible for implementing the above points. Please sign and leave the policy with your appointed fire wardens.

Fire Safety/ Health and Safety Procedure UNIT 13 Procedural Point	Any action needs taking? Date	Signed
Fire Plan		
There are two exits – the front door to UNIT 13 and the back door in the ground workshop. Check doors are working regularly.		
There are the following number of detectors and alarms in the building. Upstairs: 2x Detectors, 1x Alarm, 1x wall-mounted call point. Downstairs: 1x Detector, 1x Alarm, 1x wall-mounted call point. Detectors are to be checked monthly for battery life and function. Fire alarms quarterly.		
In event of fire – those working upstairs should exit immediately via the front exit; those working downstairs, closest to the front door, the front exist, or closest to the front, the back exit.		
For clear escape routes please see diagram.		
All walkways, stairways escape routes must be kept clear and to a minimum of 75cm. No storage must happen under the stairs. When on site all artists to check this.		
The fire exits must be accessible and when on site all artists to check this.		
Fire Extinguishers		
There are two sets of fire extinguishers on site, one on the stairs for the top floor; one in the back workshop – studio 3.		
The CO2 extinguisher must be used for electric fires only; the foam extinguisher for flammables, carpets etc.		
Fire extinguishers to be checked for correct location and pins		
Fire extinguishers to be serviced annually		
Fire Prevention		
Keep all sprays and aerosols out of sunlight.		
Keep all materials away from heat – eg lamps and lights.		
Sensibly store your materials in as compact a way as possible. Do not clutter the studio with combustible materials such as paper and cardboard.		
Switch all plugs and electrical appliances off at night when on site all artists to check this.		
All electrical appliances to be PAT tested		
Box sockets to be replaced with extension cables that are screwed to walls.		
Switch all extra heaters off when you have left your space when on site check this.		

Solvents are the highest cause of art-related fires		
To control the risk of a fire, always choose a solvent with the highest possible flashpoint and the lowest possible volatility. Eg White spirit instead of acetone		
Be aware of a solvent's flashpoint and volatility, the two primary properties that influence a solvent's ability to initiate a fire.		
Ventilate the area to keep the solvent concentration from reaching an ignitable air/fuel mixture eg – open a door if you can't open a window.		
Remove ignition sources such as open flames and electrical equipment that may generate sparks.		
Store rags soiled with setting oils (tung oil, linseed oil) in tightly closing metal Containers		
I am aware of what flammables I use and safety precautions and have conducted a relevant risk assessment.		
Gas boiler to be checked once a year		

Smoking		
Dispose of all cigarettes in a self contained metal bin.		
The designated smoking area is outside UNIT 13.		

Health and Safety		
<u>Artists must take out their own public liability insurance as part of tenancy and have conducted own localised health and safety risk assessment (please date when this has happened).</u>		
Dispose of any hazardous substances and store safely according to COSH Guidelines		
Only store compatible materials together (identify incompatible materials on an MSDS)		
Store chemical containers in cabinets, never on the floor or on shelves above shoulder height (particularly flammable solvents, acids, or bases) where they may fall and break;		
Make sure all containers are labelled and in good condition (keep materials in their original containers or containers made of the same material.		
Avoid putting chemicals in breakable containers, food containers, coffee containers, or containers with loose fitting lids.		
Make sure that all compressed gas cylinders are secured in an upright position and have the valve protection cap on when storing or transporting them.		
When handling flammable or toxic materials, keep containers closed except when you are actually removing material from them.		
Avoid eating or drinking in your studio to avoid accidentally ingesting toxic substances		
Wet mop after each session if work could generate highly toxic dusts such as lead, other heavy metals, or silica (fine clay)		