

Risk Assessment Summary Form

Activity Covered: school and community group visits

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***Please note* this risk assessment covers a general visit to the gallery. It does not cover travel to/from the gallery or workshops.**

List of Activities/Hazards	Who might be harmed and how	Risk rating LO x PS	List existing controls in place	List further controls needed
All stairways and steps	Students, staff, volunteers Slips, trips and falls	2x2=4	Use of handrails. No running Adequate adult supervision	Contact nearest member of Gallery staff in case of accident/emergency. School staff to brief students on entry to gallery
Lifts	Students, staff, volunteers Moving parts Automatic doors Do not use lift in the event of fire.	1x1=1	Maximum lift capacity stated in lift Adequate adult supervision	Contact nearest member of gallery staff in case of accident/emergency School / group staff to brief students on entry to gallery
Students wander offsite	Students	4x1=4	CCTV Adequate adult supervision	School/group responsible for head counts Contact member of gallery staff with any concerns School staff to brief students on entry to gallery
Toilets	Students, staff, volunteers Slips and falls especially on wet floors Unable to lock/ unlock doors Contact with waste	1x2=2	Adequate adult supervision Toilets cleaned and inspected regularly by gallery staff	Locks able to be opened from the outside by Gallery staff School staff supervise use
Exhibition Galleries	Students, staff, volunteers Slips, trips, collisions Damage to artworks	2x1=2	Adequate adult supervision Gallery staff supporting groups in exhibition spaces	Briefing by gallery staff on specific artworks as required

FIRST AID	First aid kits provided throughout gallery and first aid trained staff present during opening hours			
SAFEGUARDING	Children vulnerable to adults		Adequate adult supervision All gallery staff working with Children DBS checked Gallery staff receive regular safeguarding training	School/Group staff to read gallery safeguarding policy before visiting

LO = Likely occurrence PS = Potential Severity

Date for next review: September 2020

