

<b>RISK ASSESSMENT</b>	<b>WORKSHOP IN GALLERY</b>	
<b>School Contact:</b>	<b>Assessment by: Sarah</b>	<b>Date: 1/9/17</b>
<b>Review Date:</b>	<b>Approved by: Henrietta Boex</b>	<b>Date: 1/9/17</b>



<i>Hazard / Risk</i>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances).</i>	<b>Risk Rating</b> <b>H/M/L</b>
<b>Being hit by a car on route to the gallery.</b>	Pupils, teachers and helpers	<ul style="list-style-type: none"> <li>Talk by teacher prior to visit. Adequate helpers to assist with supervision of children. Safest route planned in advance.</li> </ul>		M
<b>Children going missing.</b>	pupils	<ul style="list-style-type: none"> <li>Children counted prior to leaving, on arrival in the gallery, on departure from the gallery and on return to school. Children to walk in pairs in crocodile fashion.</li> </ul>		M

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<b>Lift in art gallery as exit to main road</b>	pupils	<ul style="list-style-type: none"> <li>All helpers warned of danger of children playing with lift buttons and finding themselves on street level. One helper to monitor area of lift whilst children are in gallery. Gallery staff also made aware.</li> </ul>		M
<b>Liability for damage to paintings</b>	Pupils, teachers and class helpers	<ul style="list-style-type: none"> <li>The Art Gallery is insured for public liability, and is conscious to create an environment that is family friendly and suitable for young children. Nevertheless it may be advisable for teachers to explain to the children why oil paintings should not be touched or rested against.</li> </ul>		M
<b>Gallery staff and freelance educators have been police checked. However, gallery artists and volunteers have <u>not</u> been police checked</b>	pupils	<ul style="list-style-type: none"> <li>Teachers should be informed. Children should not be left with only one supervisor, even if they have had a police check</li> </ul>		L

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<b>Children and public tripping on school bags left on the floor</b>	Pupils, teachers, class helpers and members of the public.	<ul style="list-style-type: none"> <li>• Children to be asked to leave all bags and coats in one obvious place, and a clear passage around the paintings for visitors to get round. This can be done by teachers prior to the visit and/or gallery staff.</li> <li>• Signs will be put up around the gallery notifying the general public that a school workshop is in progress.</li> </ul>		L
<b>Supervision / class sizes</b>	Pupils, teachers, class helpers and members of the public.	<ul style="list-style-type: none"> <li>• Group size should be appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability, aptitude and special education needs of pupils.</li> <li>• Health and Safety forms part of curriculum work where relevant.</li> </ul>		L
<b>Use of Equipment</b>	teachers, class helpers.	<ul style="list-style-type: none"> <li>• Ensure that all equipment handed out is returned at the end of the lesson.</li> <li>• Identify and records kept of any servicing / maintenance requirements for equipment.</li> <li>• Identify if there are any training or instruction needs for members of staff.</li> <li>• Identify who is authorised to use the equipment.</li> <li>• Specify any personal protective equipment that users must wear.</li> </ul>		L

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<b>Substances including Paints, inks, pastels.</b>	Pupils, teachers and classroom assistants.	<ul style="list-style-type: none"> <li>• Water based paints and inks to be used where possible.</li> <li>• Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and pupils.</li> <li>• Food should not be consumed at the same time as the use of materials.</li> </ul>		L
<b>Sharp blades / Scissors.</b> Cuts	Pupils, teachers and classroom assistants.	<ul style="list-style-type: none"> <li>• Safety blades used where possible</li> <li>• Controlled storage and allocation of craft knives, etc.</li> <li>• Child size scissors should be used and be supervised by teachers and classroom helpers</li> </ul>		M

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<b>Photography</b>	Pupils	<ul style="list-style-type: none"> <li>• The gallery is required to provide photographs of children for funding bodies, local press etc.</li> <li>• To protect children, first names only are ever used.</li> <li>• If there are children that cannot be photographed the teacher must inform the gallery prior to the visit. This is a condition of the booking and with some particular funding projects a workshop may not be able to take place if photographs cannot be taken. However, the gallery will endeavour to re-schedule a workshop where this is not a requirement.</li> <li>• Permissions from parents should be sought prior to the visit.</li> <li>• Some schools find it best to get permission from parents at the start of the school year to cover all visits.</li> </ul>		<b>L</b>
<b>First Aid</b>	Pupils, teachers and classroom assistants.	<ul style="list-style-type: none"> <li>• At least one first aid kit in the gallery</li> <li>• Contents regularly checked.</li> <li>• Nearest first aiders names displayed.</li> </ul>		

<b>REVIEWS:</b>	
<b>REVIEWED BY:</b>	<b>COMMENTS:</b>