

OMBC People, Communities & Society RISK ASSESSMENT

ASSESSMENT REF NO: School Workshops at Gallery Oldham

ENVIRONMENT / TASK / ACTIVITY DETAILS

School Visits – Education Workshops and independent visits
 Old Gallery, Education Suite, Galleries 1, 2, 3 & 4. Reception, landings and stairwells, bridge link
 Outside – forecourt & flower sculpture area

PERSONS AFFECTED – Employees, Service Users, Visitors / Contractors etc

School Parties: Pupils, parents, volunteers, teachers and other school staff

HAZARDS IDENTIFIED – Something with the potential to cause harm, loss or injury	Risk Rating
1. Traffic in gallery car park	Low
2. Vehicles using area in front of entrance	Low
3. Floor surfaces throughout Gallery	Low
4. Displays & Exhibitions	Low
5. Lifts breaking down	Moderate
6. Accidents on Stairs	Moderate
7. Fire	Rare
8. Equipment used in workshops	Low
9. Balconies	Rare
10. Other visitors in the Gallery	Low
11. Accidents/sudden illnesses	Moderate
12. Unfamiliar environment	Moderate

RISKS IDENTIFIED – What risks (injuries etc) could result from the hazards identified

1. Child getting knocked over, child falling or slipping, member of public tripping over child
2. Member of group getting knocked over by a vehicle
3. Tripping, falling or slipping. Bruises, grazes, bumps and broken bones
4. Tripping, falling or slipping. Breaking artwork. Bruises, grazes, bumps, cuts and broken bones

5. Claustrophobia and panic attacks, fainting
6. Tripping, falling or slipping. Bruises, grazes, bumps, cuts and broken bones
7. Burns, inhalation of smoke, death
8. Bruises, grazes, bumps, cuts and broken bones. Allergies, skin reactions, poison and vomiting
9. Bruises, grazes, bumps, cuts, broken bones and death
10. Bruises, grazes, bumps, cuts and broken bones
11. Any situation
12. Child getting lost – possible distress/injury

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CURRENT CONTROL MEASURES (Measures in place to reduce Risk)	ADEQUATE	
	YES	NO
Ensure sufficient supervision, clear guidance to groups. Group accompanied by school staff at all times. Children will draw in line out of main thoroughfare. Weather will be assessed before gallery activity takes place outside. Separate risk assessment available for drawing activities on balcony	√	
Teacher to sign in group at front desk on arrival.	√	
Teacher to bring complete and up to date register of all people on trip, including children, teaching staff, parents and volunteers	√	
Groups confirm parking arrangement before visit. Group supervised by school staff at all times. Access gate kept locked shut	√	
Group supervised by school staff at all times. Regular maintenance checks. Children are asked not to run or mess around when in the building and to walk sensibly and watch where they are going. Children are asked not to touch any of the exhibits unless specifically directed by Gallery staff or signage	√	
Instructions and alarms in lifts. Gallery staff briefed in breakdown procedure (call out engineer/fire brigade from Gallery reception desk). Maximum capacity of each lift is 10 adults or 12 children and 3 adults.	√	

Gallery checked for obstacles on regular basis. Group supervised by school staff when in building	√	
See Fire Drill attached. Any person attending the gallery that has a physical disability or condition that may affect them in the event of an emergency evacuation needs to complete and return a Personal Emergency Evacuation Plan (PEEP). Please contact the Gallery if you require a form. Trained Fire Marshals and Fire Wardens.	√	
Activities are tailored to specific age groups. Child friendly materials and equipment are used. Group supervised by school staff when in building	√	
Balconies not generally used during school visits. Separate risk assessment available for drawing activities on balcony	√	
Group supervised by school staff when in building	√	
Hospitalisation procedures. Accident Report Procedure	√	
Children accompanied and supervised by school staff at all times during visit	√	
Front of house staff wear uniforms	√	
First Aiders and First Aid kits available	√	
Education staff check list 99, new starters CRB checked	√	

RISK RATING CALCULATION TABLE (see guidance notes below)

	POTENTIAL SEVERITY (extent of outcome / number of people affected)			
	Insignificant	Minor	Moderate	Catastrophic
PROBABILITY (Likelihood of Occurrence)				
Almost Certain	Moderate	Moderate	Significant	High
Likely	Moderate	Moderate	Significant	High
Moderate	Low	Moderate	Significant	High
Unlikely	Low	Low	Moderate	High
Rare	Low	Low	Moderate	Significant

OVERALL RISK RATING	LOW	MODERATE	SIGNIFICANT	HIGH
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FURTHER / REMEDIAL ACTION REQUIRED	BY WHO	BY WHEN
1. Groups need to bring the correct amount of adults in ratio to pupils and stay with the group during the whole visit	School staff	during visit
2. Any person attending the Gallery who has a physical disability or condition which may affect them in the event of an evacuation needs to complete and return a Personal Emergency Evacuation Plan (PEEP). Please contact the Gallery if you require a form	School staff to complete	contact Gallery before visit if any further action or special arrangements need to be made by the Gallery
3. Workshop leader to read any PEEP's and to take any action as necessary. PEEP will be kept on file	Workshop Leader	at beginning of session
4. All Front of house staff to be CRB checked	Gallery Development Manager	Ongoing
5. Ensure that all staff are aware of the COSHH assessment where required	All relevant staff	Ongoing

ASSESSMENT COMPLETED BY	
PRINT: Anna Sims	SIGN:
MANAGERS SIGNATURE	Joy Thorpe
DATE COMPLETED:	30 th May, 2007
DATE FOR FIRST REVIEW:	May, 2008, Updated June 2008
DATE FOR SECOND REVIEW:	June 2009, Reviewed August 2009 AS
DATE FOR THIRD REVIEW:	June 2010, Reviewed September 2010 AS

<p>GUIDANCE NOTES</p> <p>Risk Rating Calculation Table</p>
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PROBABILITY (Likelihood of Occurrence)	DEFINITION
Almost Certain	Likely to recur on many occasions – a persistent issue
Likely	Will probably recur – but not a persistent issue
Moderate	May recur occasionally
Unlikely	Is not anticipated to happen – but it is possible
Rare	Very unlikely to happen

POTENTIAL SEVERITY (extent of outcome / number of people affected)	DEFINITION
Catastrophic	Death / Service Closure / Many People Affected / Litigation Expected
Moderate	Permanent Injury / RIDDOR Reportable / Moderate Number of People Affected / Litigation Possible
Minor	Semi-Permanent Injury (up to 12 months) / Small Numbers Affected / Litigation Unlikely
Insignificant	No Injury or Adverse Outcome / No People Affected / Unlikely to Result in a Complaint

For further guidance in completing this form – please refer to the departmental H & S Officer

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Personal Emergency Evacuation Plan (PEEP)

Any person attending the Gallery who has a physical disability or condition which may affect them in the event of an evacuation needs to complete and return a Personal Emergency Evacuation Plan (PEEP). Please contact the Gallery if you require a form.

Supervision

Ratio of children to adults, at least:

1:8 for 3 - 5 year olds

1:15 for 7 - 16 year olds

Gallery must know in advance the dates and approximate times of the visit and numbers expected.

We need a contact name and telephone number for the visit.

Remote supervision

Group leader remains responsible for pupils. Gallery staff will ensure gallery atmosphere is comfortable for all visitors. Need to have a rendezvous point if get separated from others.

Fire Procedures

As soon as a group arrives they must sign in the red school visit book on the Reception Desk. It is important to record exactly how many pupils have been brought on the day.

Should the fire alarm sound all adults and children will leave the building calmly, via the nearest available fire exit. Gallery staff will escort groups. The lifts will not operate in the event of the alarm. All school parties will gather on Oldham Park Gardens at the Union Street entrance for roll call. Gallery staff will bring out the schools visits book.

Bomb alert procedure is the same as the Fire Procedures but the alarm will not ring and staff will notify visitors.

Insurance Cover

Gallery is covered by

Employers Liability

Public/products Liability

No compensation against personal effects and property while in Gallery. If bags and coats need to be secured the Gallery must know beforehand.

Accidents and Illness

All accidents must be reported in the Gallery's Accident Book, signed and witnessed.

If an individual needs to go to hospital, the emergency services will be rung. At least one member of the school party must accompany the ambulance; other staff will supervise the remaining group.

Child Protection Procedures

Children must not be left unsupervised in the galleries.

Visitor Assistants monitor the galleries and reception area at all times.

The Gallery has Security Cameras situated around the building.

When the Gallery hosts artist-led sessions, the artist will not be left unsupervised with a group of children.

First Aid Provision

First Aid boxes are in the Education Suite and throughout the Gallery. The majority of Front of House of staff are qualified First Aiders.

Code of Conduct

Ask children not to run when they are in the building.

Please respect other visitors.

Carefully listen to and follow instructions.

Respect equipment and materials given to you.

Gallery staff will intervene if group is acting in unsuitable manner – especially with regard to artworks, safety and security aspects of the exhibitions.

Work with others; ask for help when you need it.

Show respect to everyone regardless of their religious, racial origin and cultural and linguistic background.

During workshops any pupils whose behaviour may be considered to be a danger to either themselves or others in the group will be asked to stop taking part in the activity.

Children will be shown what they are to do beforehand and be given clear, careful instructions on the use of equipment.

Use of Equipment

Generally, arts and crafts activities use types of equipment already in schools: scissors etc. We try to ensure wherever possible that all paints, glue etc are child friendly. When using specialist equipment, such as a printing press, we ensure pupils are given clear instructions on safety aspects. Adults must supervise depending on age and ability certain activities: use of printing press, sharp equipment, hot irons etc.

Health & Safety Manual: Section 10

Wherever possible, schools will be notified of type of activities undertaken before their visit by the Gallery. Also confirmation of date and times and approximate number of children expected.

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STAFF INFORMATION – FIRE PROCEDURES

ALL STAFF MUST ACQUAINT THEMSELVES WITH THIS PROCEDURE

The first member of staff to discover or be told of an outbreak of fire should:-

1. Break glass of nearest alarm call point to sound alarm, if automatic fire alarm is not ringing. (See plan for locations).
2. Inform nearest section or Department Head – i.e. Stephen Whittle (Gallery), Dion Etheridge (Gallery), Sandra Connell (Admin/Health & Safety) or Margaret Cooper (Front of House).
3. If possible, fight fire with extinguisher and/or isolate area of fire by closing windows and doors – but remember – do not put your own safety at risk – if you are **in doubt – get out and if possible assist in any evacuations.**

On hearing the fire alarm staff should:-

1. Proceed to the nearest fire exit ensuring members of the public are directed outside but remember – do not delay your own exit.
2. All members of staff in whatever part of the building they may be, are responsible for ensuring that the public leave and that fire doors are closed and for collecting the staff list for their floor.
3. Chief Fire Marshals will take the Fire Book and First Aid kit with them.
4. Front of House staff will take the ‘Signing In’ book with them and give to senior staff member responsible.

REMEMBER

1. If possible, close windows and doors to help contain fire. **DO NOT** stop to collect personal belongings – they can be replaced – you can’t!
2. The first person to leave by any door should wait outside it and is responsible for ensuring that no person re-enters the building by that door.

3. Gather immediately in sections on OLDHAM PARK GARDENS NR UNION STREET ENTRANCE so that all members of staff can be accounted for. When the roll call has been completed, the senior member of staff will inform the Fire Bridge if anyone is unaccounted for.

REMEMBER

Get yourselves and your students out as quickly and as safely as you can. Don't linger to collect personal belongings – get clear of the building and **STAY OUT!**

ADMINISTRATION

Members of staff in the office will exit through fire escape stairs on west side, taking any guests with them.

ART STORE

If you are in the Art Store staff in the store will exit you through the fire escape stairs on east side.

GROUND FLOOR

One member of reception staff will escort any visitors in the Education Suite out for fire doors from that room.

REMEMBER

Ensure all doors shut behind you.

Visitors unable to negotiate the stairs should await rescue by gallery Front of House staff or the Fire Brigade in the disabled refuge at the top of the fire escape stairs.

If you are a member of staff who has left a disabled person in the refuge, you should escort other visitors to the bottom of the stairs, and then to the fire meeting point, reporting the situation on arrival to the Chief Fire Marshall. If staff are busy evacuating other disabled people from the building you should wait for the fire brigade.