

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
Education Suite, Galleries 1, 2, & 3. 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 and adults supervising Educational Visits

HAZARDS IDENTIFIED – Something with the potential to cause harm loss or injury	Risk Rating
1. Traffic in gallery car park	Moderate
2. Vehicles using area in front of entrance	Moderate
3. Floor surfaces throughout Gallery	Low
4. Displays & Exhibitions	Low
5. Lifts breaking down	Moderate
6. Accidents on Stairs	Low
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
13. Bee Hive on external landing	Low

RISKS IDENTIFIED – What risks (injuries etc) could results 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. Abduction.
11. Any situation
12. Child getting lost – possible distress/injury
13. Bee stings, skin allergies, skin reactions, anaphylactic shock and death.

CURRENT CONTROL MEASURES (Measures in place to reduce Risk)	ADEQUATE	
	YES	NO
1. & 2. Groups must confirm parking arrangement before visit. Group must be supervised by school staff at all times. Access gate to be kept locked shut unless access is required to drop off visitors with disabilities. Area and gate to be monitored by Visitor Experience Officer.	√	
3. Gallery checked for obstacles on regular basis. Group must be supervised by school staff at all times. Clear guidance to groups will be given. Weather will be assessed before gallery activity takes place outside. Separate risk assessment available for drawing activities on balcony.	√	
4. Children are asked not to touch any of the exhibits unless specifically directed by Gallery staff or signage.	√	
5. 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.	√	
6. Group must be supervised by school staff at all times. Regular maintenance checks take place. Children are asked not to run and to walk sensibly and watch where they are going.	√	
7. 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. Teacher must inform Gallery Oldham staff if any individuals in the group have a physical disability or condition that means they require assistance in the event of an emergency evacuation. Trained Fire Marshals and Fire Wardens. See Fire Drill attached.	√	
8. Activities are tailored to specific age groups. Child friendly materials and equipment are used. Clear guidance to groups will be given around handling objects. Group must be supervised by school staff at all times.	√	
9. Balconies not generally used during school visits. Separate risk assessment available for drawing activities on balcony.	√	
10. Children should be accompanied and supervised by school staff at all times during visit. Schools should bring sufficient staff to allow groups to be split into three groups across the building when doing carousel activities.	√	
11. First Aiders and First Aid kits available. Accident Report Procedure in place.	√	
12. Front of house staff wear uniforms. Education staff check list 99, new starters DBS checked.	√	
13. External landings are locked and are not used in school sessions. The registered bee keeper visits monthly to ensure all safety measures are up to date.	√	

RISK RATING CALCULATION TABLE (see guidance notes below)				
	POTENTIAL SEVERITY (extent of outcome / number of people affected)			
	Insignificant	Minor	Moderate	Catastrophic
PROBABILITY				
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
		√		

ASSESSMENT COMPLETED BY	
PRINT: Kirsty Mairs	SIGN: <i>Kirsty JB mairs</i>
MANAGERS SIGNATURE	Joy Thorpe
DATE COMPLETED:	17th August 2018
DATE FOR SECOND REVIEW:	August 2019
DATE FOR THIRD REVIEW:	August 2020
DATE FOR FOURTH REVIEW:	August 2021

GUIDANCE NOTES
Risk Rating Calculation Table

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

INFORMATION FOR VISITORS

FIRE PROCEDURE:

Should the fire alarm sound all adults and children should leave the building calmly, quickly and safely via the nearest available fire exit, without collection of personal belongings. Do not use the lifts – the lifts will not operate in the event of the alarm. Gallery staff will provide assistance to leave the building.

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

The gallery's fire meeting point is located outside the main entrance in the gallery gardens; on Oldham Park Gardens at the Union Street entrance. All school parties should gather here for roll call after exiting the building.

N.B. The bomb alert procedure is the same but the alarm will not ring and staff will notify visitors.

INSURANCE COVER:

Gallery Oldham is covered by Employers Liability and Public/products Liability insurance. There is no compensation against personal effects and property including vehicles while in the gallery. If bags and coats need to be secured the gallery must be informed.

CHILD PROTECTION:

Though all staff are DBS checked the workshop facilitator should not be left unsupervised with a group of children as they remain the responsibility of the Group Leader from the school. Children must not be left unsupervised in the galleries. Gallery staff monitor the galleries and reception area and the gallery has security cameras situated around the building.

ACCIDENTS AND ILLNESS:

All accidents must be reported to gallery staff and recorded in the gallery's Accident Book. First Aid boxes are in the Education Suite and throughout the gallery. Most gallery staff are qualified First Aiders. 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.

USE OF EQUIPMENT:

Children will be given clear, careful instructions on the safe use of equipment and handling of objects. Generally, arts and crafts activities use types of equipment already in schools: scissors etc. We also try to ensure wherever possible that all paints, glue etc are child friendly.

School staff must supervise all activities. Wherever possible, schools will be notified of type of activities undertaken before their visit by the gallery.

TEACHER'S NOTES: