

Haworth Art Gallery

School Visit Risk Assessment

The following risk assessment is modelled on the format supplied by Lancashire County Council Educational Department and baalpe (British Association of Advisers and Lecturers in Physical Education).

General

School visits are welcomed to the gallery outside of normal gallery opening times, all day Tuesday plus Wednesday, Thursday and Friday mornings. This arrangement ensures lower risk factors to your school group due to non-contact with the general public and fewer vehicles in the car park.

Some groups may wish to hire a large coach (36 seater+) which may not be able to turn into the gallery car park. If this is the case, please request our coach parking map. This type of coach will have to park outside the gates of the gallery and pupils may need to cross the road, please note the hazard/risk and control measure in the chart below.

A lift is installed to enable disabled visitors to access the Tiffany collection and education room on the first floor. All pupils who require the lift must be accompanied by a designated teacher/adult. No pupils may use the lift unsupervised. **The lift must not be used in the event of fire.**

The gallery's Learning and Access Officer, who has current first aid qualifications, will accompany all school group visits.

Teachers will receive a copy of the gallery floor plan in advance of the visit to identify work rooms and fire exits.

In the event of the fire alarm being activated pupils and staff should exit the building as described in the chart below and assemble in front of the building.

Staffing ratios as advised by LEA:

Key Stage 1: 1 adult to 5 pupils

Key Stage 2 and 3: 1 adult to 10 pupils

Key Stage 4: 1 adult to 15 pupils

Teachers and accompanying adults are responsible for the pupils' behaviour and discipline at all times, and are expected to keep regular checks on pupil numbers to prevent any unauthorised absence from the building via unlocked fire exits.

All visits commence with an introduction to the gallery, an outline of what the pupils will be doing during their visit, any possible hazards they may encounter, behavioural expectations (i.e. no running or pushing), location of fire exits and toilets.

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<p>Disembarkation and assembly in car park</p> <p>Moving/parking vehicles – motor accident.</p>	L/M	P/S	Pupils to leave bus/coach under supervision of designated teacher/adult
<p>Disembarkation and entry to gallery from outside the gates</p> <p>Moving/parking vehicles – motor accident.</p>	M/H	P/S	Pupils to remain on pavement under supervision of designated teacher/adult and to cross road under their supervision.
<p>Leaving the building and rejoining the bus/coach</p>	L/M	P/S	Pupils to remain in building under supervision of designated teacher/adult until bus/coach arrives to return to school.

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<p>Working Areas: <u>Entrance Hall</u> Tables, chairs, tall statue – bumping into them.</p>	L	P	Pupils to be under supervision of teacher/adult.
<p><u>Music Room:</u> 2 steps to dais – tripping</p>	L/M	P/S	Pupils to remain on main floor unless accompanied by teacher/adult.
Window blind cords – entanglement	L	P	Pupils to sit and work away from window areas, supervision by teacher/adult. Haworth staff to check cords rolled up prior visit.
Fire	L	P/S	In the advent of fire, pupils and staff should exit through the ground floor fire door between exhibition room 3 and 4, or through main entrance, side entrance or Bell Corridor to rear exit.
<p>Working Areas: <u>Exhibition Room 3</u> Window blind cords – entanglement</p>	L	P	Pupils to sit and work away from window areas, supervision by teacher/adult. Haworth staff to check cords rolled up prior visit.
Security gates – trapped fingers	L	P	Gates folded completely out, no gaps.

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<u>Exhibition Room 3</u> Fire	L	P/S	In the event of fire, pupils and staff should exit through the ground floor fire door between exhibition room 3 and 4, or through main entrance, side entrance or Bell Corridor to rear exit.
<u>Exhibition Room 4</u> Window blind cords – entanglement	L	P	Pupils to sit and work away from window area, supervision by teacher/adult. Haworth staff to check cords rolled up prior visit.
Fire	L	P/S	In the advent of fire, pupils and staff should exit through the ground floor fire door between exhibition room 3 and 4, or through main entrance, side entrance or Bell Corridor to rear exit.
Working Areas: <u>Staircase/Top Landing</u> Tripping/slipping	L/M	P/S	Walk up or down the stairs in single file hold onto banister.
Balustrade on landing – 1 metre high, gap of 13cm between struts – falls from leaning over, head or limb stuck between struts	L/M	P	Verbal Warning at introduction, teacher/adult supervision.

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<u>Staircase/Top Landing</u> Fire	L	P/S	<p>If fire is on the first floor, walk down the staircase and exit through the ground floor fire door between exhibition room 3 and 4, or through main entrance, side entrance or Bell Corridor to rear exit. If fire is on ground floor exit through first floor fire door next to Tiffany room 3 or go through the education room and down the rear staircase out through rear fire door.</p>
<p>Working Areas:</p> <p><u>Tiffany Room 1</u> Window blind cords – entanglement</p> <p>Security gates – trapped fingers</p> <p>Object cases – bumps to person, damage to objects</p>	L	P	<p>Pupils to sit and work away from window areas, supervision by teacher/adult. Haworth staff to check cords rolled up prior visit.</p> <p>Gates folded completely out, no gaps.</p> <p>Walk around room carefully. Cases are alarmed and will sound if pushed or bumped.</p>
	L	P	
	L	P/S	

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
Working areas:			
<u>Tiffany room 1 (cont.)</u> Fire	L	P/S	In the event of fire, exit through first floor fire door next to Tiffany room 3 or go through the education room and down the rear staircase out through rear fire door.
<u>Tiffany Room 2</u> Object cases – bumps to person, damage to objects	L	P/S	Walk around room carefully. Cases are alarmed and will sound if pushed or bumped.
Fire	L	P/S	In the event of fire, exit through first floor fire door next to Tiffany room 3 or go through the education room and down the rear staircase out through rear fire door.
<u>Tiffany Room 3</u> Object cases – bumps to person, damage to objects	L	P/S	Walk around room carefully. Cases are alarmed and will sound if pushed or bumped.

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<p>Working Areas: <u>Tiffany Room 3 (cont.)</u> Fire</p> <p><u>Tiffany Room 4</u> Security gates – trapped fingers Object cases – bumps to person, damage to objects Fire</p> <p><u>Education Room</u> Sharp equipment – cuts</p>	<p>L</p> <p>L</p> <p>L</p> <p>L/M</p>	<p>P/S</p> <p>P</p> <p>P/S</p> <p>P/S</p> <p>P/S</p>	<p>In the event of fire, exit through first floor fire door next to Tiffany room 3 or go through the education room and down the rear staircase out through rear fire door.</p> <p>Gates folded completely out, no gaps. Walk around room carefully. Cases are alarmed and will sound if pushed or bumped.</p> <p>In the event of fire, exit through first floor fire door next to Tiffany room 3 or go through the education room and down the rear staircase out through rear fire door.</p> <p>All sharp equipment and scissors kept locked away when not in use. Teacher/adult supervision during workshop.</p>

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<p>Working areas: <u>Education Room (cont.)</u> Hot water at scrub-out sink – scalds</p> <p>Fire</p> <p>Activity Programme:</p> <p><u>Permanent Collection Tour</u> Tiffany glass, oil paintings, ceramics – breakage’s/damage to objects</p> <p><u>Temporary Exhibition Tour</u> Occasional free-standing objects not in case or fixed to wall – damage/breakage to object or injury caused to person.</p>	<p>L/M</p> <p>L</p> <p>L</p> <p>L/M</p>	<p>P/S</p> <p>P/S</p> <p>P/S</p> <p>P/S</p>	<p>Hot tap clearly marked. All cleaning up at the end of a workshop to be supervised by teacher/adult.</p> <p>In the event of fire, exit through first floor fire door next to Tiffany room 3 or go through back of the education room and down the rear staircase out through rear fire door.</p> <p>All objects are either enclosed in secure cases or fixed securely to walls. Teacher/adult supervision during visit.</p> <p>Advance information on exhibition sent to teachers prior to visit. Teacher/adult supervision during visit.</p>

Hazard - Risk	Level of Risk (L-M-H)	Who is Affected? Pupils (P) Staff (S) Visitors (V)	Control measures
<p>Activity Programme:</p> <p><u>Workshop activity</u> Miss-use of equipment or materials – injury to person</p> <p>Fire</p>	<p>L/M</p> <p>L</p>	<p>P/S</p> <p>P/S</p>	<p>Advance information given to teachers prior to visit giving details of activity and type of equipment being used. Teacher/adult supervision during workshop.</p> <p>In the event of fire, exit through first floor fire door next to Tiffany room 4 or go through the education room and down the rear staircase out through rear fire door.</p>