

**Shipley Art Gallery**

**(updated September 2021)**

## Hazard Identification Document 3 pages

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 is for your own comments and additional controls if needed**

**NB: Teachers should follow DfES guidelines and write their own Risk Assessments.**

The Shipley Art Gallery is situated on Prince Consort Road, there are two crossing areas for the road, pelican and island crossings. There is on street parking and if arriving by coach it is very likely you can be dropped off at the entrance to the gallery.

Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.

This Hazard Identification sheet can be used to assist teachers and group leaders with their risk assessment. Teachers and group leaders should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, teachers and group leaders will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the [health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits.

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| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School**  **(add own comments)** |
| Stone steps at entrance could be slippy if wet  Accessible entrance for chair users accessed via ramp to left of stone steps. No hazard, automatic door is signposted | Slip / fall  all staff and visitors | Adequate supervision of children by teachers and assistants entering building in orderly fashion (i.e. no running). In single file.  Door mats at entrance to prevent further slips. |  |
| Transmission and spread of COVID -19 | School children/students  Teachers  Staff & volunteers  Public & visitors | Everyone in the group washes or , or hand sanitises, as they enter the building.  Coats and bags are placed in the allocated area  School staff and pupils maintain a social distance from museum staff and other visitors.  Face coverings to be worn by, gallery staff, teaching staff and adult supporting visits unless exempt. Visors can be used for accessibility for instance for communication i.e. to aid lip reading.  Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. Increase ventilation to the galleries and workshops where possible by opening external doors.    Accessible toilets to be used in the learning workshop for staff and pupils.    Additional cleaning of surfaces and equipment by Assistant Learning Officers, cleaning staff and FOH before, during and after visit. |  |
| Entering the building. Doors are listed and do not have finger guards, doors should be held open to allow group access.  There are two sets of doors, first in to narrow lobby area, second in to reception and shop. | Jamming fingers in doors for young children.  Reception and shop low risk, area is level, shop fixture are few, and access in to main galleries is directly ahead. | Adequate supervision of children by teachers and assistants entering building in orderly fashion (i.e. no running). In single file.  Doors to be held open by teaching staff |  |
| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School**  **(add own comments)** |
| In the galleries, plinths, paintings, sculpture, glass cabinets, often seating areas and tables for activities and other user groups. Some unglazed work will have rope barriers around. All 5 galleries are on the ground floor level and have adequate space for classes. | Minimal risk if orientated in space and class are behaving calmly keeping respectful distance from art work, can get closer to works in cabinets.  Children could fall to floor if swinging on chairs. | Teachers to relate clear behavioural expectations in galleries to class prior to visit or immediately on arrival - see end of document.  Children told to sit properly on chairs and not swing back |  |
| Rothschild Ceramic Collection – small gallery, group should be spit in to smaller groups so as not to overcrowd and bump in to cases. | As above | As above |  |
| Workshop / Learning Room. Access via staircase.  Accessible lift available if required | Possible slips, falls.  All staff and visitors to the space.  Lift has moving parts; is a platform lift and should not be used unless required and supervised | Adequate supervision of children by teachers and assistants. Single file, use handrail. |  |
| Practical Art Activities in Learning Space or Studio. Use of scissors and other art and craft materials.  Misuse of furniture, swinging on chairs.  Floor could become wet if using Watercolour  Glue, paint, pen on clothing | Children could cut finger / hands if scissors incorrectly used.  Children could fall to floor if swing in chairs.  Slipping if floor wet; all in group.  Clothes could become stained | Activity is facilitated by gallery learning staff.  Materials and equipment sourced as suitable for age of group, e.g. children’s round tipped scissors for paper cutting only.  Children told to sit properly on chairs and not swing back  Adequate supervision from school.  Spills dealt with immediately  Aprons issued where practical – schools should have own guidelines on this for parents |  |
| Other members of the public in the galleries behaving inappropriately potentially causing upset to visitors and or staff. | Upset / offence or physical harm depending on severity of inappropriateness / threat to all staff and visitors  Transmission COVID 19 - Social distance from public and other groups  All visitors and staff | Gallery staff monitor visitor behaviour by patrolling the galleries. Gallery management can be called upon for assistance if visitor does not respond to staff instructions and police in severe cases.  One school onsite at any one time  Avoid large groups in public areas. |  |
| Toilets floors potentially slippy if wet | Slips and falls  All visitors and staff | Toilets cleaned and maintained, any reported issues dealt with immediately  Adequate supervision of children by teachers and assistants |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School** | | Tactile Resources | Bumps, collisions, some sharp areas  Transmission COVID-19 | Adequate adult supervision  Increased cleaning of all tactile resources | Tactiles to be used by small groups under supervision | | Workshop Learning Room | Use of art and craft materials including scissors  Slips, trips, falls, collisions.  Misuse of furnishings including tables and chairs  Bumping into or trip over tables and chairs  Hot radiators, burns to skin  All visitors and staff  Transmission COVID-19 | Round tipped scissors used  Non toxic glue  Non toxic paint  Rooms cleaned daily  Adequate adult supervision  Adequate induction to gallery rules and activity given by gallery staff  Radiators turned down/off during sessions  Increase ventilation in spaces by opening fire exit door and windows  Increased cleaning of space and equipment  Limit sharing of equipment. All equipment cleaned after use including scissors, pens, pencils etc. |  | |  |  |  |

NB. Please remember that the competence and behaviour and any special needs of your pupils should be taken into consideration when planning supervision and activities within the Gallery.