

RISK ASSESSMENT

TITLE: Galleries – School Groups

Location: Gallery – outside steps

PERSONS AT RISK:

Employees		Other workers	
Members of the public	X	Others(specify)	

Hazard Identification

Physical Hazards		Physical Agents		Manual Handling	
Slips, Trips & Falls	X	Unsuitable lighting levels		Manual Handling	
Machine Moving Parts		Dusts		Miscellaneous	
Moving Material		Ultraviolet Light		Weather	
Working At Heights		Cold Objects		Lone Working	
Access Equipment		Hot Objects		Confined Spaces	
Mobile Plant		Temperature		Restricted Access	
Pressurised Systems		Noise/Vibration	X		
Electrical		Hazardous Substances		Other (See Below)	
Hot Works/Fire		Hazardous Substances		Queuing and crowds for children with SEN	X
Explosion		Micro-Organisms		Emergency Evacuation	X
Falling Objects	X	Vermin/Weil's Disease		Flashing images	X
If Other (Specify)					

Likelihood of Accident		1 Unlikely	2 Likely	3 Near Certain
Severity of accident	1 Minor (Hazard should not result in serious illness or injury)	Low risk	Low risk	Medium risk
	2 Serious (Hazard can result in serious illness of injury)	Low risk	Medium risk	High risk
	3 Extreme (Hazard can cause death serious illness or injury)	Medium risk	High risk	High risk

Risk Matrix

Likelihood x Severity = Risk

HAZARD	Likelihood	Severity	Risk
Physical Injury	2	1	2
Physical Agents			
Hazardous Substances			
Manual Handling			
Miscellaneous			
Other	2	1	2

Associated Risks:	<ol style="list-style-type: none"> 1. Potential for crush injuries 2. Fire or emergency resulting in need for evacuation or possibly resulting in panic 3. Prolonged queuing and/or crowding resulting in panic in children with SEN 4. Blocked emergency or egress routes 5. Flashing images and ripple effect lighting resulting in vertigo or photosensitive epileptic attack 6. Trips and/or falls on stairwells in galleries Potential for collision with display stands or members of the public
Controls:	<ol style="list-style-type: none"> 1. All education groups must be booked through the Education Group Booking Team to ensure appropriate pre-visit briefings and safety instructions (including online risk assessment) received by lead teacher. 2. School to be met at entrance and VE crew on hand to assist. 3. Teacher recce visits offered where SEN should be discussed and issues indicated to teacher 4. Booking form to include question regarding pupils with SENs in the group 5. Pupils must be supervised by accompanying adults at ALL times. 6. Groups with more than 32 pupils must be subdivided and enter in over 2 time slots 7. Teacher to pupil ration must be strictly adhered to (1 accompanying adult to every 15 pupils or part thereof) 8. Minimum number of 2 accompanying adults per group (including subdivisions and regardless of groups having less than 15 pupils) must be adhered to. 9. Safety briefing for self-guided education groups must be included in the group welcome and delivered by BME crew before entering the experience. 10. General controls for galleries

Residual Risk Matrix

HAZARD	Likelihood	Severity	Risk
Physical Injury	1	2	2
Physical Agents			
Hazardous Substances			
Manual Handling			
Miscellaneous			
Other			

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03/04/2017