**Laing Art Gallery**

**(updated September 2021)**

## Hazard Identification Sheet 1/3

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 highlights areas where schools should implement their own measures outside the control of the museum service.**

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

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 with their risk assessment. Teachers 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 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)** |
| Automatic glass doors | Could bump into glassAll visitors and staff | Caution signs on doorsAdequate adult supervisionNo running |  |
| Transmission and spread of COVID -19  | School children/studentsTeachersStaff & 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 areaSchool 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 gallery, workshop and studio where possible by opening external doors. There are no external windows in these areas. 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.  |  |
| Museum shop/ entrance hall | Slips, collisionsDamage to shop goodsCrowdingTheftAll visitors and staff | Adequate adult supervisionQueuingCCTV camerasStaff awareness | Visit shop with small accompanied groups of children. Plan time for a shop visit |
| All stairways and steps | Slips, trips and fallsItems falling from stair wells and rotundaAll visitors and staff | Use of handrails.No runningNo climbing on stonework of rotundaAdequate adult supervision | Contact nearest member of museum staff in case of accident/emergency |
| All doorways | Could be bumped by automatic door at entranceTrapped fingersAll visitors and staff | Special care in doorwaysKeep doors ways clearFinger jambs on all main doorsAdequate adult supervision |  |
| Lifts | Moving partsAutomatic doorsDo not use lifts in the event of fire.All visitors and staffTransmission COVID-19  | Adequate adult supervisionMaximum lift capacity stated in lifts.One bubble in lift at any one time. Don’t share lift with public/visitors |  |
| General Public/other visitors | Inappropriate behaviourChildren could wander offTransmission COVID 19 - Social distance from public and other groupsAll visitors and staff | Adequate adult supervisionCCTVOne school onsite at any one timeAvoid large groups in public areas. | School responsible for head countsAwareness of stranger dangerContact member of museum staff with any concerns |

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.

**Laing Art Gallery**

## Hazard Identification Sheet 2/3

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 highlights areas where schools should implement their own measures outside the control of the museum service.**

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| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School** |
| Toilets | Slips and falls especially on wet floorsUnable to lock/ unlock doorsMisbehaviourContact with discarded sharps/other wasteAll visitors and staffTransmission of COVID 19.  | Toilets cleaned and inspected regularly by Museum staffLocks able to be opened from the outside by Museum staff in accessible toilets only. Adequate adult supervision should be provided by teachers and group leaders Thorough cleaning of these spacesSchools to check with staff allocated toilet and handwashing areas | Contact nearest member of Museum staff if any problems occur. |
| Exhibition Galleries | Slips, trips, collisionsDamage to paintings/displaysOccasionally -Hands on exhibits – contact with push button/live parts in some temporary exhibitionsClimbing on displaysAll visitors and staffTransmission COVID -19  | Adequate adult supervision by teachers and gallery staffDaily check by FOH staffEquipment maintainedCCTVSocial Distancing from public/visitors/staff  |  |
| Practical Art Activities | Use of art and craft materials including scissorsSlips or spillsDamage to paintings from sharp objects, pencils, clip boardsAll visitors and staffTransmission COVID-19  | Adequate adult supervision by teachers and gallery staffAll spills cleaned up immediatelyRooms cleaned dailyRound tipped scissors usedNon toxic glueNon toxic paintAdequate adult supervisionIncrease ventilation in spaces by opening doors (NB no external doors or windows in this space.) Increased cleaning of space and equipmentLimit sharing of equipment. All equipment cleaned after use including scissors, pens, pencils etc. | Contact nearest member of museum staff if any problems occur.Use of sketchbooks only or clipboards to be provided by gallery. |

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**Laing Art Gallery**

## Hazard Identification Sheet 3/3

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 highlights areas where schools should implement their own measures outside the control of the museum service.**

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

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| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School** |
| Art Studio Area on ground floor  | Slips, trips, falls, collisions.Misuse of furnishings including tables and chairsBumping into or trip over tables and chairsPencilsScissorsDamage to displaysAll visitors and staffTransmission COVID-19  | Adequate adult supervision at all times by teachers and group leaders Adequate induction to rules and activity given by gallery staffSafety scissorsIncrease ventilation in spaces by opening doors (NB no external doors or windows in this space.)Increased cleaning of space and equipmentLimit sharing of equipment. All equipment cleaned after use including scissors, pens, pencils etc.  | Use of area with groups supervised at all times. |
| Play Space for under 5s'Toys left on floorInjury from toysCrawl through tunnel & entrance to play house | Slips, trips, falls, collisions.Damage to displaysClimbing on displaysJumping from benchesTrapped fingers - gatesBumping into mirrorCuts, bumpsBumped heads All visitors and staff | CCTVRoom tidied at least once a day Adequate adult supervisionAdequate induction to gallery rules and activity given by gallery staffSafety glass in mirrorToys checked at least once a dayAdequate adult supervision | Contact nearest member of museum staff if any problems occur.Contact nearest member of staff if any problems occur. |
| Tactile Resources | Bumps, collisions, some sharp areasTransmission COVID-19 | Adequate adult supervisionIncreased cleaning of all tactile resources  | Tactiles to be used by small groups under supervision |
| Learning Room | Use of art and craft materials including scissorsSlips, trips, falls, collisions.Misuse of furnishings including tables and chairsBumping into or trip over tables and chairsHot radiators, burns to skinAll visitors and staffTransmission COVID-19 | Round tipped scissors usedNon toxic glueNon toxic paintRooms cleaned dailyAdequate adult supervisionAdequate induction to gallery rules and activity given by gallery staffRadiators turned down/off during sessionsIncrease ventilation in spaces by opening doors (NB no external doors or windows in this space.)Increased cleaning of space and equipmentLimit sharing of equipment. All equipment cleaned after use including scissors, pens, pencils etc. |  |

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