**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 glass  All visitors and staff | Caution signs on doors  Adequate adult supervision  No running |  |
| 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 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, collisions  Damage to shop goods  Crowding  Theft  All visitors and staff | Adequate adult supervision  Queuing  CCTV cameras  Staff awareness | Visit shop with small accompanied groups of children.  Plan time for a shop visit |
| All stairways and steps | Slips, trips and falls  Items falling from stair wells and rotunda  All visitors and staff | Use of handrails.  No running  No climbing on stonework of rotunda  Adequate adult supervision | Contact nearest member of museum staff in case of accident/emergency |
| All doorways | Could be bumped by automatic door at entrance  Trapped fingers  All visitors and staff | Special care in doorways  Keep doors ways clear  Finger jambs on all main doors  Adequate adult supervision |  |
| Lifts | Moving parts  Automatic doors  Do not use lifts in the event of fire.  All visitors and staff  Transmission COVID-19 | Adequate adult supervision  Maximum 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 behaviour  Children could wander off  Transmission COVID 19 - Social distance from public and other groups  All visitors and staff | Adequate adult supervision  CCTV  One school onsite at any one time  Avoid large groups in public areas. | School responsible for head counts  Awareness of stranger danger  Contact 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 floors  Unable to lock/ unlock doors  Misbehaviour  Contact with discarded sharps/other waste  All visitors and staff  Transmission of COVID 19. | Toilets cleaned and inspected regularly by Museum staff  Locks 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 spaces  Schools to check with staff allocated toilet and handwashing areas | Contact nearest member of Museum staff if any problems occur. |
| Exhibition Galleries | Slips, trips, collisions  Damage to paintings/displays  Occasionally -Hands on exhibits – contact with push button/live parts in some temporary exhibitions  Climbing on displays  All visitors and staff  Transmission COVID -19 | Adequate adult supervision by teachers and gallery staff  Daily check by FOH staff  Equipment maintained  CCTV  Social Distancing from public/visitors/staff |  |
| Practical Art Activities | Use of art and craft materials including scissors  Slips or spills  Damage to paintings from sharp objects, pencils, clip boards  All visitors and staff  Transmission COVID-19 | Adequate adult supervision by teachers and gallery staff  All spills cleaned up immediately  Rooms cleaned daily  Round tipped scissors used  Non toxic glue  Non toxic paint  Adequate adult supervision  Increase ventilation in spaces by opening doors (NB no external doors or windows in this space.)  Increased cleaning of space and equipment  Limit 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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## 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.**

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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 chairs  Bumping into or trip over tables and chairs  Pencils  Scissors  Damage to displays  All visitors and staff  Transmission COVID-19 | Adequate adult supervision at all times by teachers and group leaders  Adequate induction to rules and activity given by gallery staff  Safety scissors  Increase ventilation in spaces by opening doors (NB no external doors or windows in this space.)  Increased cleaning of space and equipment  Limit 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 floor  Injury from toys  Crawl through tunnel & entrance to play house | Slips, trips, falls, collisions.  Damage to displays  Climbing on displays  Jumping from benches  Trapped fingers - gates  Bumping into mirror  Cuts, bumps  Bumped heads  All visitors and staff | CCTV  Room tidied at least once a day Adequate adult supervision  Adequate induction to gallery rules and activity given by gallery staff  Safety glass in mirror  Toys checked at least once a day  Adequate 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 areas  Transmission COVID-19 | Adequate adult supervision  Increased cleaning of all tactile resources | Tactiles to be used by small groups under supervision |
| 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 doors (NB no external doors or windows in this space.)  Increased cleaning of space and equipment  Limit sharing of equipment. All equipment cleaned after use including scissors, pens, pencils etc. |  |

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