

# Laing Art Gallery

## Hazard Identification Sheet 1/3

January 2019

**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.**

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	
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 jams 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	Adequate adult supervision Maximum lift capacity stated in lifts.	
General Public/other visitors	Inappropriate behaviour Children could wander off  All visitors and staff	Adequate adult supervision CCTV	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.**

## 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	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	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	Adequate adult supervision by teachers and gallery staff  Daily check by FOH staff  Equipment maintained  CCTV	
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	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	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.**

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	Adequate adult supervision at all times by teachers and group leaders  Adequate induction to rules and activity given by gallery staff  Safety scissors	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	Adequate adult supervision	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	Round tipped scissors used Non toxic glue Non toxic paint Rooms cleaned daily  Adequate adult supervision  Adequate induction to gallery rules	

	Hot radiators, burns to skin All visitors and staff	and activity given by gallery staff Radiators turned down/off during sessions	
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