**Laing Art Gallery**

**(updated June 2024)**

## 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 DfE guidelines and write their own Risk Assessments.**

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 |  |
| Museum shop/ entrance hall | Slips, collisions  Damage to shop goods  Crowding  Theft  All visitors and staff | Adequate adult supervision  Queuing  CCTV cameras  Staff awareness |  |
| 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 |  |
| 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 guards on some gallery 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. |  |
| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School**  **(add own comments)** |
| General Public/other visitors | Inappropriate behaviour  Children could wander off  All visitors and staff | Adequate adult supervision  CCTV  School responsible for head counts  School to ensure pupils are aware of ‘stranger danger’ |  |

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| 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 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 |  |
| 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  Safety scissors, non toxic glue,  non toxic paint |  |

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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 | Adequate adult supervision at all times by teachers and group leaders  Adequate induction to rules and activity given by gallery staff  Safety scissors |  |
| 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 |  |
| Tactile Resources | Bumps, collisions, some sharp areas | Adequate adult 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 | Safety scissors  Nontoxic glue  Nontoxic paint  Rooms cleaned daily  Adequate adult supervision  Adequate induction to gallery rules and activity given by gallery staff  Radiators turned down/off during sessions |  |

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.