

Shipley Art Gallery - 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.

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School (add own comments)
Parking on road outside of building	Falling, slipping on coach steps, running into road. All visitors and staff	Children to be supervised at all times by school staff. Coaches pull up immediately outside gallery	Children to be supervised at all times by school staff.
All stairways and steps	Slips, trips and falls Items falling from stair wells All visitors and staff	Use of handrails. No running Adequate adult supervision Ramp and automatic door available on left of step entrance to be used if needed.	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 Ramp and automatic door available on left of step entrance to be used if needed. Adequate adult supervision	
Lift	Moving parts Do not use lifts in the event of fire. All visitors and staff	Adequate adult supervision Maximum lift capacity stated in lift.	
General Public/other visitors	Inappropriate behaviour Children could wander off All visitors and staff	Adequate adult supervision	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.

Shipley 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	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	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 Daily check by FOH staff Equipment maintained	
School 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 All spills cleaned up immediately Rooms cleaned daily Round tipped scissors used Non toxic glue Non toxic paint Adequate adult supervision from teachers and gallery staff	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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Shipley 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
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 Hot radiators, burns to skin All visitors and staff	Round tipped scissors used Non toxic glue Non toxic paint Rooms cleaned daily Adequate adult supervision of teachers and gallery staff Radiators turned down/off during sessions	
Cloakroom area	Can become crowded as is a narrow corridor, risk of falling. All visitors and staff	Gallery staff ensure children are instructed to hang coats and bags on both rails, and move quickly to agreed gather point.	Children to be supervised at all times by school staff.

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