Hazard Identification Sheet: Hatton Gallery September 2023 Hazel Barron-Cooper ** Hatton Gallery**

**Hazard Identification Document**

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 is for your own comments and additional controls if needed**

**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**  **(add own comments)** | |
| Entrance: automatic doors into atrium | Could bump into glass  All visitors and staff | Adequate adult supervision  No running | Supervision of pupils | |
| Staircase to Hatton Gallery level | Slips and trips on stairs  All visitors and staff | Adequate supervision of children by teachers and assistants entering building in orderly fashion (i.e. no running). In single or double file.  Use of hand rail | Supervision of pupils | |
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| Moving around the gallery: | Slips and trips causing possible fall.  Automatic doors opening in unexpected direction or closing on people.  All visitors and staff | Adequate supervision of children by teachers and assistants moving around the gallery in orderly fashion (i.e. no running). In single or double file. Instructions about doors given by learning staff.  Instructions to be given by learning staff when attending led workshop to not touch artworks or run in gallery.  Teachers to relate clear behavioural expectations in galleries to class prior to visit or immediately on arrival -  Wet floor signs used where spills are identified to be dealt with. |  | |
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| Exhibitions -some works will have roped barriers. Exhibitions in these spaces will vary in the type of art work on display; as well as traditionally hung work there may be darkened room projections, sound installations (floor speakers / headphones) floor sculptures, ceiling hung work or other sculpture; visual / audio pieces, smart TVs etc. | Group need to orientate themselves in the space so as not to collide in to any art work. The group need to be supervised and not interfere with the artwork; e.g. touching, turning television sets off interfering with technology, this could cause damage / accident to art work and visitor. | As above with collection galleries.  Staff constantly present in these galleries.  Orientation briefing by learning staff and or front of house explaining the exhibition space and their content.  Facilitated visits available if requested by the school  Teachers to relate clear behavioural expectations in galleries to class |  | |
| Merz Barn Wall Area.  Kurt Schwitters Merz Barn Wall is displayed in a small area with low lighting .It has a barrier in front of it . | Disorientation due to light levels  Tripping  Colliding into artwork | Clear instructions from learning staff before entering area about size of space and low light.  Instructions to stay clear of barrier given by learning staff.  Teachers assist in keeping group in orderly fashion |  | |
| Practical Art Activities in Learning Space or Studio. Use of scissors and other art and craft materials.  Misuse of furniture, swinging on chairs.  Floor could become wet if using  Glue, paint. | Children could cut finger / hands if scissors incorrectly used.  Children could fall to floor if swing in chairs.  Slipping if floor wet; all in group. | Activity is facilitated by gallery learning staff.  Materials and equipment sourced as suitable for age of group, e.g. children’s round tipped scissors for paper cutting only.  Children told to sit properly on chairs and not swing back  Adequate supervision from school.  Spills dealt with immediately |  | |
| Other members of the public in the galleries behaving inappropriately potentially causing upset to visitors and or staff. | Upset / offence or physical harm depending on severity of inappropriateness / threat to all staff and visitors | Gallery staff monitor visitor behaviour by patrolling the galleries and via use of CCTV. Gallery management can be called upon for assistance if visitor does not respond to staff instructions and police in severe cases. |  | |
| Toilets floors potentially slippy if wet | Slips and falls  All visitors and staff | Toilets cleaned and maintained, any reported issues dealt with immediately  Adequate supervision of children by teachers and assistants | |  |