**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 glassAll visitors and staff | Caution signs on doorsAdequate adult supervisionNo running |  |
| Museum shop/ entrance hall | Slips, collisionsDamage to shop goodsCrowdingTheftAll visitors and staff | Adequate adult supervisionQueuingCCTV camerasStaff awareness |  |
| All stairways and steps | Slips, trips and fallsItems falling from stair wells and rotundaAll visitors and staff | Use of handrails.No runningNo climbing on stonework of rotundaAdequate adult supervision |  |
| All doorways | Could be bumped by automatic door at entranceTrapped fingersAll visitors and staff | Special care in doorwaysKeep doors ways clearFinger guards on some gallery doorsAdequate adult supervision |  |
| Lifts | Moving partsAutomatic doorsDo not use lifts in the event of fire.All visitors and staff | Adequate adult supervisionMaximum 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 behaviourChildren could wander offAll visitors and staff | Adequate adult supervisionCCTVSchool responsible for head countsSchool to ensure pupils are aware of ‘stranger danger’ |  |

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| Toilets | Slips and falls especially on wet floorsUnable to lock/ unlock doorsMisbehaviourContact with discarded sharps/other wasteAll visitors and staff | Toilets cleaned regularly by Museum staffLocks 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, collisionsDamage to paintings/displaysOccasionally -Hands on exhibits – contact with push button/live parts in some temporary exhibitionsClimbing on displaysAll visitors and staff | Adequate adult supervision by teachers and gallery staffDaily check by FOH staffEquipment maintainedCCTV |  |
| Practical Art Activities | Use of art and craft materials including scissorsSlips or spillsDamage to paintings from sharp objects, pencils, clip boardsAll visitors and staff | Adequate adult supervision by teachers and gallery staffAll spills cleaned up immediatelyRooms cleaned dailySafety 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 chairsBumping into or trip over tables and chairsPencilsScissorsDamage to displaysAll visitors and staff | Adequate adult supervision at all times by teachers and group leaders Adequate induction to rules and activity given by gallery staffSafety scissors |  |
| Play Space for under 5sToys left on floorInjury from toysCrawl through tunnel & entrance to play house | Slips, trips, falls, collisions.Damage to displaysClimbing on displaysJumping from benchesTrapped fingers - gatesBumping into mirrorCuts, bumpsBumped heads All visitors and staff | CCTVRoom tidied at least once a day Adequate adult supervisionAdequate induction to gallery rules and activity given by gallery staffSafety glass in mirrorToys checked at least once a dayAdequate adult supervision |  |
| Tactile Resources | Bumps, collisions, some sharp areas | Adequate adult supervision |  |
| Learning Room | Use of art and craft materials including scissorsSlips, trips, falls, collisions.Misuse of furnishings including tables and chairsBumping into or trip over tables and chairsHot radiators, burns to skinAll visitors and staff | Safety scissorsNontoxic glueNontoxic paintRooms cleaned dailyAdequate adult supervisionAdequate induction to gallery rules and activity given by gallery staffRadiators 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.