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**Shipley Art Gallery**

**(updated June 2024)**

## Hazard Identification Document 4 pages

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

The Shipley Art Gallery is situated on Prince Consort Road; there are two crossing areas for the road, pelican and island crossings. There is on street parking and if arriving by coach it is very likely, you can drop off at the entrance to the gallery.

This Hazard Identification sheet can be used to assist teachers and group leaders with their risk assessment. Teachers and group leaders 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 and group leaders 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)** |
| Stone steps at entrance could be slippy if wet  Accessible entrance for chair users accessed via ramp to left of stone steps. No hazard, automatic door is signposted | Slip / fall  all staff and visitors | Adequate supervision of children by teachers and assistants entering building in orderly fashion (i.e. no running). In single file.  Door mats at entrance to prevent further slips. |  |
| Entering the building. Doors are listed and do not have finger guards, doors should be held open to allow group access.  There are two sets of doors, first in to narrow lobby area, second in to reception and shop. | Jamming fingers in doors for young children.  Reception and shop low risk, area is level, shop fixture are few, and access in to main galleries is directly ahead. | Adequate supervision of children by teachers and assistants entering building in orderly fashion (i.e. no running). Walking in single file.  Doors to be held open by teaching staff |  |
| In the galleries, plinths, paintings, sculpture, glass cabinets, often seating areas and tables for activities and other user groups. Some unglazed work will have rope barriers around. All 5 galleries are on the ground floor level and have adequate space for classes. | Minimal risk if orientated in space and class are behaving calmly keeping respectful distance from art work, can get closer to works in cabinets.  Children could fall to floor if swinging on chairs. | Teachers to relay clear behavioural expectations in galleries to class prior to visit or immediately on arrival  Children told to sit properly on chairs and not swing back |  |
| Rothschild Ceramic Collection – small gallery, group to split in to smaller groups so as not to overcrowd and bump in to cases. | As above | As above |  |
| Workshop / Learning Room. Access via staircase.  Accessible lift available if required | Possible slips, falls.  All staff and visitors to the space.  Lift has moving parts; is a platform lift and should not be used unless required and supervised | Adequate supervision of children by teachers and assistants. Single file, use handrail. |  |
| Practical Art Activities in Learning Space. Use of scissors and other art and craft materials.  Misuse of furniture, swinging on chairs.  Floor could become wet if participating in ‘wet’ activities or from hand washing  Glue, paint, pen on clothing | Children could cut finger / hands if scissors incorrectly used.  Children could fall to floor if swing in chairs.  Children could slip if the floor is wet.  Clothes could become stained | Gallery learning staff facilitate activity.  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  Aprons issued where practical – schools should have own guidelines on this for parents |  |
| 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  All visitors and staff | Gallery staff monitor visitor behaviour by patrolling the galleries. Gallery management can be called 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 |  |
| Tactile & handling resources | Sharp edges, risk of breakages to items | Adequate adult supervision  Museum staff demonstrate appropriate handling techniques |  |

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.