

SAATCHI GALLERY

GENERAL VISITORS AND STUDENTS GROUPS RISK ASSESSMENT

RISK	STEPS TAKEN TO MINIMISE RISK	LIKELIHOOD OF RISK HAPPENING	SEVERITY OF RISK
<p>Low light levels in some areas in the Galleries: Slips, trips or falls from not noticing obstructions on floor or displays</p>	<ul style="list-style-type: none"> • Regular patrols ensure that floors and walkways kept free of clutter. • Students to be made aware of need to walk around the Gallery and use hand rails on stairs. • Students to be supervised at all times by group leaders (e.g. teachers and support staff, parents) • Invigilators throughout the galleries to assist in navigation 	<p>LOW:</p> <ul style="list-style-type: none"> • Galleries are well signposted and there are invigilators throughout the galleries. • All students will be supervised. 	<p>LOW:</p> <ul style="list-style-type: none"> • Minor abrasions, or bruises if trip over. • First aid kit on site, and there is always a trained First Aider on site.
<p>Raised platforms, cases and other equipment used to display objects: Slips, trips or falls from not noticing obstructions. Bumping into display objects</p>	<ul style="list-style-type: none"> • Regular patrols ensure that floors and walkways kept free of clutter. • Students to be made aware of need to walk and not run around the Gallery. • Where possible sharp edges and corners are not accessible. • All heavy or potentially unstable objects on open display are secured to avoid accidental knocking over or tipping over. • Students to be supervised at all times by group leaders (e.g. teachers or support staff) and/or Gallery Staff. 	<p>LOW:</p> <ul style="list-style-type: none"> • All students will be Supervised 	<p>LOW:</p> <ul style="list-style-type: none"> • Minor abrasions, or bruises if trip over. • First aid kit on site, there is always trained First Aider on site.

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<p>Crowds</p>	<ul style="list-style-type: none"> • Students to be supervised at all times by group leaders (e.g. teachers or support staff) and /or Gallery Staff. • Students to be instructed not to leave the building unless under direct supervision in an emergency situation. • Front door is continually manned by Front of House staff, rendering unnoticed exits highly unlikely. • Lost child procedure in place. 	<p>LOW:</p> <ul style="list-style-type: none"> • Front door is continually manned by Front of House staff, rendering unnoticed exits highly unlikely. • Lost child procedure in place and all staff trained 	<p>LOW:</p> <ul style="list-style-type: none"> • Lost child procedure in place. • First aid kit on site, there is always trained First Aider on site.
<p>Fire</p>	<ul style="list-style-type: none"> • All areas of the Gallery are covered by an audio and flashing alarm, with continuously ringing bell. All fire exits are clearly marked and kept accessible at all times. The building conforms to all fire regulations. • Instructions for the evacuation procedure are display prominently throughout the Gallery. • Gallery staff will escort all members of the public to the designated waiting point (Duke of York Square.) • Numbers for booked school groups will be checked off against the numbers of students given when the groups enters the Gallery. (Group leaders should keep their own named registers of students.) • Students should be supervised at all times and group leaders should always be aware of the whereabouts of their entire group. 	<p>LOW:</p> <ul style="list-style-type: none"> • The whole Gallery building conforms to all fire safety standards. Alarms are regularly checked and are connected straight through to the fire station. • Fire escapes are always clearly marked and kept accessible. • Members of staff will escort all public to safety. • The procedures in place for evacuation on hearing the fire bell will be familiar to particularly school groups and those that attend any public building regularly. • No activity done as part of a formal or informal learning visit increases the risk of fire. 	<p>HIGH:</p> <ul style="list-style-type: none"> • Fire and escape from fire can result in a whole range of injuries, ranging from minor bruises and abrasions to death. • First aid kit on site, always a trained First Aider on site.

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<p>Using art resources and general materials and tools:</p> <p>Scissors, paper, card, thread and needles, printing rollers</p>	<ul style="list-style-type: none"> • Handling to be only done under adult supervision. • Students are to be given a demonstration of how to use materials and tools before handling them themselves. • Before each material can be handled students made aware of how to correctly and safely handle that particular object and of any sharp edges to watch out for. • Materials and tools used for handling will come from Education. • Materials are to be used on a table or with children sat crossed legged on floor if more appropriate. • Inappropriate behaviour with materials and tools to be challenged. • Students to be supervised at all times. 	<p>LOW:</p> <ul style="list-style-type: none"> • Students will be supervised throughout the session and assisted with using materials and tools where appropriate. • Most materials will be generic items used in schools and at home. • Any specialist materials will be demonstrated in full before being supplied to students. 	<ul style="list-style-type: none"> • Paper cuts (first aider on site if required).
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Covid-19 related safety	<ul style="list-style-type: none">• NHS Track & Trace application in place and all visitors to check in on arrival.• Visitors are required to wear a face covering, with the exception of those who are exempt• Visitors to maintain social distancing while in the building.• Additional wayfinding signage to guide people safely around the gallery spaces in a one way system to minimise contact points.• Lifts are still in use but with limited capacity.• Hand sanitising stations are in place at regular intervals on the directional route and these are maintained so that they do not run out.• Hand washing facilities are available in the lower ground WCs. Signage is in place to encourage hand washing in line with guidance.• The Gallery is thoroughly cleaned overnight every day and cleaning staff are onsite at all times during opening.• New procedures are in place for touch surfaces to be cleaned with antibacterial cleaner throughout the day and this is monitored by gallery staff.	LOW: <ul style="list-style-type: none">• The Gallery abides to Covid guidelines with updated procedures to lower any potential risk• Invigilation staff are trained to ensure a safe environment and social distancing is observed• New cleaning procedures have been put in place to minimise risk	Low: <ul style="list-style-type: none">• Minimised risk of infection
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