

Activity:
School visits to Salford Museum and Art Gallery

SALFORD COMMUNITY LEISURE

Risk Assessment

Facility: Salford Museum and Art Gallery

Completed By: Luisa Neal

Last reviewed July 2019

What are the hazards?	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action by when?	Done
Slips/trips/trapped fingers	Visitors/staff	<ul style="list-style-type: none"> -To keep galleries and learning room tidy and any obstruction/rubbish/dirty glasses/spillage to be removed or stored out of the way. -Tables and chairs to be arranged to leave plenty of room for passing -All edging on stairs highlighted by different colour. Handrails in situ. Lift available. -Slow closing doors/door guards/safety catches -Accident reporting process in place 	■			
Glass cases on galleries	Visitors/staff	<ul style="list-style-type: none"> -Cases made with toughened glass 	■			
Interactive displays/gallery	Visitors/staff	<ul style="list-style-type: none"> -Verbal warnings and adequate supervision from school teacher/s and Front-of-House staff 	■			
Lark Hill Place: Low level lighting/trip hazards/fragile glass windows	Visitors/staff	<ul style="list-style-type: none"> -Verbal warnings from teacher/Front-of-House staff -No running/leaning on shop windows -Supervision from teacher and Front-of-House staff -Teacher/Guide to brief party before entering Lark Hill Place -Maximum of 35 children in Lark Hill Place: large groups will be asked to split up 	■			
Tables and chairs in learning room	Visitors/staff	<ul style="list-style-type: none"> -Verbal warnings 	■			

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		<ul style="list-style-type: none"> -Supervision (by school staff) -All bags and coats to be stored away from visitor route 				
Handling of workshop materials. These may include: Carbolic soap Warm water Handling box of real and replica objects	Visitors/staff	<ul style="list-style-type: none"> -Instructions to wash hands thoroughly after handling materials -School staff to inform heritage staff of any known allergies -Accidents are reported to the Front-of-House team -All handling items to be checked regularly for safety and condition 	■			
Use of lifts	Visitors/staff	<ul style="list-style-type: none"> -Under 16s may not use the lift unless accompanied by an adult. 	■			
Stranger danger/lost pupil/child protection	Visitors/staff	<p>It is part of the museums policy that all under 16s must be accompanied by a responsible adult. (notice in museum). It is the adults responsibility to supervise the activity of the child in all of the exhibitions/ galleries/ workshops.</p> <ul style="list-style-type: none"> -SM&AG is open to members of the public. School staff to ensure all pupils are appropriately supervised in all areas of the museum (including the toilets), to include regular head counting. If lost pupils to approach members of museum staff. -Key SM&AG staff are DBS cleared -Artists/ workshop/ event leader to fill out a self disclosure form. - CRB checked where necessary. - Artists/ workshop/ event leader to possess public liability insurance where necessary. - To be supervised by a DBS checked member of SCL staff where necessary -Volunteers either CRB cleared or supervised 	■			

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		<p>by a DBS cleared member of staff.</p> <p>-Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on the SCLL procedures for safeguarding.</p> <p>-School teacher/s is in overall charge and must stay with the group at all times. Museum staff will oversee all 'teacher led' activities within the museum.</p>				
Activities	Visitors/staff	<p>-Activities present no more hazards than the delivery of a standard lesson. Separate risk assessments will be produced for specific activities with recognized additional hazards.</p>	■			
Eating packed lunches on site – infection/disease control	Visitors/staff	<p>- Space where children are eating to be cleaned daily/tables wiped</p> <p>-Hand washing facilities available</p> <p>-Bins emptied regularly to control waste</p>	■			
Emergency evacuation	Visitors/staff	<p>-Ensure all parties are aware of the fire alarm/emergency evacuation procedure and where the nearest fire exits are to the event</p> <p>-Staff trained in fire evacuation</p> <p>-Correct fire extinguishers in situ.</p> <p>-School groups signed in with number in group</p> <p>-School groups given an evacuation briefing at start of session</p> <p>-Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving</p> <p>-School staff to complete headcount once assembled in designated safe area and inform SM&AG staff if any of the group are missing.</p>	■			

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Assessment review date: July 2020 (usually within one year, or earlier if working habits or conditions change)

Other notes pertinent to the day of your visit:

none