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| DATE of Assessment:  | 12/05/2016 | ASSESSMENT No | 2 |
| Assessed by (Name):  | Frances Chiverton | DEPARTMENT name or code:  | Sidney Cooper Gallery  |
| NATURE OF ACTIVITY:  | Gallery visit to Sidney Cooper Gallery | DATE OF ACTIVITY:  |
| LOCATION:  | Sidney Cooper Gallery | NEXT REVIEW DATE: | 21/05/2019 |
| Approved by | Hazel Stone | APPROVAL DATE: | 21/5/2016 |



**HEALTH AND SAFETY - RISK ASSESSMENT**

| Hazard | Personsat Risk & Nature of harm | Current Control Measures | Risk RatingSeverity x Likelihood | Additional Control Measures Required*(Further action required)* | Revised Risk Rating | Action by who | Action by when | Date action complete |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lost child/student | students, children | Supervision of children and students visiting the gallery. All school groups to brief children/students prior to gallery tour about keeping with group at all times. Schools are asked to provide an accurate list of children/students on tours.  | 2 | Teachers and Supervisors to make regular head counts of children/students on tour. Teachers/Supervisors to reinforce that students are not to leave the group without prior request. Supervision required for any students visiting toilets. | 1 | Teachers and Supervisors | Before and during tour |  |
| Following instructions | students, children | Ensure instructions given are clear and easy for students to understand. Reinforce to all students/children that questions are encouraged. | 2 | Ask students/children to repeat instructions back to ascertain understanding | 1 | students | Before and during tour |  |
| Fire | Staff, students, volunteers, visitors | Emergency evacuation procedures in place. Fire extinguishers available on site. Any flammable substances to be kept to a minimum with appropriate safeguards and supervision. Fire exit signs in place | 5 | Ensure all waste and flammable waste material is removed safely. Fire exits, gangways and corridors to be kept clear of obstructions. Everyone should be kept aware of nearest emergency exit. | 2 | Gallery staff | daily |  |
| Misbehaviour | students, children | Students/children are briefed about the need to behave appropriately throughout duration of gallery tours, i.e. not to touch exhibits, etc. | 1 | In the pre-tour brief, tour guide and teaching staff will reiterate the importance of behaving sensibly and that inappropriate behaviour will not tolerated | 1 | Gallery staff and teachers/supervisors | Before tour |  |
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**All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.**

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