**Risk Assessment for Humber Street Gallery: Gallery Space and Panorama**

**Gallery Department Risk Assessment**

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| **AREA OF ACTIVITY** | **RISK DESCRIPTION** | **EXISTING CONTROL MEASURES** | **ADDITIONAL MEASURES TO BE TAKEN** | **RISK RATING**  **1: LOW**  **5: HIGH** | **RISK ACCEPTABLE**  **Y /N** |
| Craft activities | Misuse of equipment and spillages | Cleaning equipment and disposal kits within the building. Staff will be assisting children at all times to prevent any accidents. | Staff will be on the scene at all times and a first aider will be easily contactable. | 1 | Y |
| Movement around the building | Use of lift and staircases | Fob system in place to ensure certain areas of risk are inaccessible and navigation around the building is minimal without supervision. Children must be accompanied by an adult at all times. | Staff will be assisting the children and will take a head count at each point in the tour. | 1 | Y |
|  | Fire safety & evacuation | Awareness of fire escape routes and exits. Fire marshals appointed to each area. Call 999 for assistance. | Do not re-enter the building until permission has been granted. | 1 | Y |
|  | Ergonomics of space | Knowledge of building, a member of staff will be present at all times. | School staff to be present with the children at all times. | 1 | Y |
| Crowd control | Movement on steps, exit and entrances. Adhering to venue capacity. | Guidance to seat to avoid accidents on steps, clearly marked steps. Exits and entrances clearly marked for escape routes. General crowd control, sufficient stewards, fire safety officers and first aiders present. | School staff to be present with the children at all times. | 1 | Y |
| Sound | Sound levels, offensive language. | Noise limiter installed. Wear ear protection when necessary. | Check sound Db levels are to legislative requirements, and if sudden noises are part of the performance clearly inform the audience using signage. | 1 | Y |
| Children’s activities |  | Ensure all children are accompanied by an adult and accompanying adults are aware of the exits, fire escapes and risks in the venue. | School staff to be present with the children at all times. | 1 | Y |
| Disabled access |  | Ensure all persons with disabilities are aware of the exits, fire escapes and risks in the venue. And all disabled access routes are clear at all times. |  | 1 | Y |