

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

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 always be assisting children to prevent any accidents.	Staff will always be on the scene 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 always be accompanied by an adult.	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 always be present.	School staff to be present with the children always.	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, enough stewards, fire safety officers and first aiders present.	School staff to be present with the children always.	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 adults are aware of the exits, fire escapes and risks in the venue.	School staff to be present with the children always.	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 always clear.		1	Y

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Exhibitions	Protection and preservation of artworks and artifacts	Volunteers and Gallery Assistants monitor space to ensure no touching and climbing of objects. No touching policy unless stated otherwise. No food and drink allowed in spaces (except for bottled drinks and coffee's with lids)	No touching policy relayed to teachers to cascade to students. HSG staff and teachers always present.	2	Y
Explicit Content	Content deemed inappropriate for younger audience.	Notices advising parental or guardianship discretion to evaluate if content is appropriate.	Schools and groups given information of exhibitions prior to visits.	1	Y