

Title of Activity being Assessed	School visit to Hartlepool Art Gallery
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Department	Division/School	Section	Date initial assessment undertaken	Ref number	
Adult and Community Based Services	Preventative and Community Based Services	Coast Countryside and Heritage	November 2024		
Name & Job titles of Persons involved in assessment		Name & Job title of Manager authorising assessment	Date Risk assessment explained to employees	Number of pages in assessment	
Lisa Newton (Learning & Engagement Officer)		Georgina Ascroft (Museum and Gallery Manager)	November 2024	5 pages	
What are the hazards	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom by when	Date complete (xx/xx/xx)
Moving children from the means of transport to the Art Gallery	Children/Adults	Please see the Risk Assessment provided by the school for this task is the responsibility of the school. Schools are instructed to bring an appropriate ratio of adults to children. (Under 5's – 1:4, KS1 & 2 – 1:8, KS3 & 4 – 1:10)			
Slips and trips in	Children/Adults	Sufficient lighting levels are in evidence. Adequate space is			

the Gallery entrance area		given between exhibits located here for access/egress. The floor area is flat reducing the likelihood of trip hazards. Any spills are cleared up immediately and signs erected where necessary (e.g. 'Wet Floor' signs) Children are supervised directly by the adults provided from the school.			
Slips and trips in the Gallery while viewing exhibits	Children/Adults	The area is flat with adequate lighting to ensure good general visibility. Space is left around all three dimensional exhibits to reduce the likelihood of slips and trips. Adults from the school supervise the children whom they have been assigned directly to ensure that children do not run around the Gallery or act inappropriately. Any spills are cleared up immediately and the appropriate signage deployed.			
Fire	Children/Adults	A fire risk assessment is in place for this building. Testing is occurring for all fire provisions. The supervising teacher responsible for this activity holds a list of children present. Before the school enters site each adult is assigned a number of children for whom they are responsible. In the event of a fire the Gallery's policy is followed with all individuals exiting the building. Each School representative adult ensures that the children who they have been assigned exits the building with them, following the directions of the gallery staff.			
Children's security issues	Children	The school provided adult is constantly supervising these children to ensure that they behave in the correct manner and to check that they do not wander off or enter locations where they should not be, notices should be adhered to and rope barriers around exhibits should not be crossed. Staff are aware of HBC's safeguarding policies.			
Displays falling over, objects falling from the wall.	Children/Adults	Gallery staff inspect all displays and objects in the gallery as part of their general duties and cleaning and maintenance duties.			

Clock Tower	Children/Adults	Currently closed to the public for refurbishment. When it re-opens PPI will need to be worn until work is done to reduce the noise levels of the church bells – the risk assessment will be updated when the tower re-opens.	Refer to HAG H&S audit when re-opening to the public.		
Activities taking place in the gallery – handling of artefacts and paperwork.	Children/Adults	Adults from the school party should supervise children during all activities. All participants are instructed in completing each activity. Facilitated sessions are supervised by Learning staff, casual staff or a facilitator employed by HBC. To ensure that they do not trip over chairs or desks, each group of desk and chairs are given sufficient space to allow ease of access to and around them. The area is well lit ensuring good all-round visibility. Children should be seated at all times during handling sessions they should be instructed by adults from the school not to move away from the area without an adult from their school.			
Injury from projecting cases and edges	Children/Adults	The school provided adult should constantly supervise the children to ensure that they behave in the correct manner and the children are told not to run whilst in the gallery. Children should be instructed by adults from the school that any barriers should not be crossed.			
Craft work – using scissors, glue, pens, pencils, etc.	Children/Adults	All equipment purchased is for use by children. This includes the purchasing of safe glue and children’s scissors with rounded edges. Materials such as sequins are used in craft activities. Adults should supervise children at all times and instruct children not to put craft materials in their mouths.			
Child protection issues whilst on site –Hartlepool Art Gallery is open to the public with no separate	Children/Adults/Staff	The school provided adult supervises the children and should be aware that the children will be using public toilets. There is a child protection policy in place and all staff are aware of the child protection policy and kept informed of			

designated toilets for use by children.		<p>any changes in policy.</p> <p>All HBC staff and who work with children are DBS checked.</p>			
Safe evacuation of children and staff using the balcony or tower in case of fire or emergency	Children/Adults/Staff	<p>(Tower currently closed)</p> <p>A minimum of 3 members of staff should be present on site to ensure a safe evacuation down the tower & balcony stairs.</p> <p>Use of the balcony or tower is not currently part of a school workshop.</p>			

Reviews must be undertaken annually or if anything happens which may indicate the controls are not working effectively. If significant changes are required a revised risk assessment must be produced.

Review of Risk Assessment					
Date of review	Reason for review	Are the hazards and risks still being adequately controlled?	Do you need to do anything else to control the risks	Action by whom	Date complete
November 2025	Annual Review				

Notes:

PPE requirements must be logged on the PPE assessment sheet & should be attached to this risk assessment.