

## POTENTIAL RISKS AND HAZARDS POLICY for school groups to Ty Pawb 2020

Area of Activity	Risk	Existing Control Measures	Measures to be taken by school	Risk rating
Main Entrance	Children may wander from main group	Once through entrance to gallery, head count and visitor reception staff to monitor children who may wander out of entrance and alert staff	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	Low
Doors to gallery and stairwell	Children may be caught or hurt by doors or bump into people	Monitoring by Ty Pawb staff and Teaching staff	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	Low
All stairs	Children or adults may slip trip or fall	Trained first aid staff and keep to the left of staircase	School leader responsible for supervision of and orderly conduct of groups. Keep to left	Low
Areas of buildings with long drops below	Children or adults could fall from a height	Hand rails on stairs and high barriers in place over walkways to Learning room	Close supervision by school or group leader	Low
All doors and doorways	Children or adults could trap fingers/hands	Doors close softly Trained first aid staff	School leader responsible for supervision of and orderly conduct of groups	Low

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Toilets	Could become dirty or Unhygienic	Cleaned and regularly inspected by staff	Report unsatisfactory conditions to staff	Low
	Children or adults could fall slip or fall	Set procedures for spillages/wet floors	School leader responsible for supervision of children. Report unsatisfactory conditions to Ty Pawb staff	Low
	Children or adults may need assistance	Toilet alarms in access toilets	School group leader responsible for supervision of group	Low
Lifts	Children/adults becoming trapped in doors	Safety devices on doors, access through fob from staff	Close supervision by school leader	Low
	Children/adults becoming separated from rest of group by taking lift to first floor	Door open/close button in lifts	Close supervision by school leader School leader responsible for headcount	Low
	Overloading the lift	Maximum occupancy is stated inside lifts	Check lift carrying capacity and close supervision by school staff and Learning Officer	Low

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All areas	Risk to all school members of unwanted contact with other members of the public	All key staff working closely with children and young people are experienced and DBS checked	School leader responsible for ensuring adequate staff ratios and carrying out head counts	Low
Galleries	Children could wander off and become lost	CCTV in place and mima staff carry radios and can communicate between all areas of the building	Close supervision by school staff and group leader. School staff responsible for head count	Low
	Children could touch or collide with works and injure themselves	Learning Officer/ gallery assistants present to protect galleries and warn of possible hazards (this does not include supervision of children)	School and group responsible for pre-visits, preparation of children, and orderly behaviour of groups	Low
Practical activities	Use of art materials and tools	Careful consideration given to choices of basic materials and equipment. Separate hazard identification completed where more specialised materials and tools are used	Staff responsible for sensible behaviour of group	Low

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Practical activities	Possible cuts	Round bladed scissors provided. Trained first aid staff and first aid kits in place	Staff responsible for sensible behaviour of group	Low
	Possible slips and Falls	All spills cleaned up immediately. Trained first aid staff	Staff responsible for sensible behaviour of group	Low
	Possible damage to clothing	Aprons and protective clothing available	Staff responsible for sensible behaviour of group	Low
Walk from school coach/mini bus from car park located at Waterworld or a drop off point in Holt Road	Children may wander away from group, busy main road	Schools own risk assessment in place and school/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	Low