

Risk Assessment for Schools

Teachers are responsible for the supervision of their pupils at all times in the building.

Hazard Location Risk Safety Measure

Lost children, **whole site**, personal injury, abduction, low/medium level risk particularly on busy days.

1. Information sent to schools prior to arrival.
2. Workshop leaders to remind pupils and staff of safety procedures and expectations of behaviour.
3. Pupils reminded to approach FOH or gallery staff not members of the public if lost.
4. Emergency procedure: Security dept.

General Slips, trips and falls, **whole site**, personal injury, low risk.

1. Information sent to schools prior to visit.
2. Workshop leaders to remind children of safe ways of travelling through the building, no running, using handrails etc.
3. Floors to be kept clean and free from spillages.
4. Emergency procedure: First Aid.

Catching, tripping or falling, **escalator, foyer/galleries**, personal injury, medium risk

1. Workshop leader to give clear instructions for safely using escalators.
2. Gallery staff to monitor school parties travelling on escalator.
3. Adults to be placed at top and bottom of escalator while being used by pupils.
4. Emergency procedure: First Aid.

Slips, trips or falls, **stairs**, whole site, personal injury, low risk

1. Workshop leader to give clear instructions for moving up and down stairs.
2. Clear signage, safety treads and handrails on steps.
3. Emergency procedure: First Aid.

Slips, trips or falls, abduction, **Education Classrooms**, personal injury, low risk.

1. Workshop leader to give clear instructions for moving around the rooms safely.
2. Walkways to be kept clear of obstructions.
3. Unused chairs to be stored away from pupils.
4. Room to be cleaned and inspected daily.
5. Group always under close supervision.
6. Shop to keep access to education room clear.
7. New door to be fitted between the education and shop space.
8. Pupils' coats and bags to be stored in the cloakroom.
9. Spare plug sockets fitted with safety guards.
10. Pupils made aware off low ramp area towards the windows.
11. Emergency procedure: First Aid.

Bumps, slips and trips, **Shops**, personal injury, low risk

1. Group under close adult supervision.
2. Rooms to be cleaned and inspected daily by staff.
3. Pupils given clear code of behaviour.
4. Walkways to be kept clear of obstructions.
5. Emergency procedure: First Aid.

Slips, trips or falls, **toilets**, whole site, personal injury, low risk

1. Toilets cleaned and inspected regularly by staff.
2. Procedures in place for cleaning up spillages.
3. Pupils to be supervised when using the toilet.
4. Pupils given clear guidelines for behaviour.
5. Emergency procedure: First Aid

Falls, **balconies**, whole site, personal injury, low risk

1. Pupils to be supervised at all times when moving around the building.
2. Pupils to be given clear expectations of behaviour.
3. Balconies fitted with safety rails.
4. Emergency procedure: First Aid.

