

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

RISK ASSESSMENT Version No	DATE OF ASSESSMENT	REVIEW DATE	ASSESSED BY	SIGNED OFF BY
Schools Visits V4	September 2024	September 2024	Madeline Pike	Claire Griffin – Head of Visitor Services

METHOD STATEMENT

Event/Activity:	
Description of the activity:	<p>School Visits (Design Apprentice and Art Detective Strands)</p> <p>Art Detective interactive tour: Museum Educator to lead group around the Historic Galleries and introduce the De Morgan collection. Group will be sketching in De Morgan. Group to go to Clore for 1-hour practical creative workshop.</p> <p>Design Apprentice interactive tour: Museum Educator to lead group around Limnerslease. Group will be sketching in the Limnerslease House. Group to go to Clore or Foyle Pottery Studio for 1-hour practical creative workshop.</p> <p>Also applicable for Tailored sessions, who use the Clore and Foyle Studio, and Tour in the Historic Galleries and Limnerslease House and Studio's.</p>
Details of those involved	<p>Person Responsible: Programme Curator for Schools Watts Staff: Learning Coordinator External Staff: Freelance Artist Educators Public participants: School groups. Make up: Children, Teacher's and Parent's</p>

THOSE WHO MAY BE AFFECTED BY THE ACTIVITY

EMPLOYEES	X	CONTRACTORS	x	VISITORS	X	MEMBERS OF THE PUBLIC	X
YOUNG PERSON(S)	x	PREGNANT/CHILDBEARING WOMEN	X	FREELANCERS	X		

HAZARD IDENTIFICATION & RISK CONTROL

Hazards	Aspects of Activity & Possible Harm	Existing Control Measures	Likelihood	Severity	Existing Risk H/M/L/VL	Additional Control Measures (if required)	Residual Risk H/M/L/VL
---------	-------------------------------------	---------------------------	------------	----------	---------------------------	---	---------------------------

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

Spread of illnesses including respiratory illnesses	Visitors, participants or staff in close proximity to another infected person.	<p>If staff and freelancers feel unwell with symptoms of a respiratory illness such as COVID 19 they should stay at home for 5 days or until their symptoms have passed.</p> <p>For all other illnesses staff should stay at home until symptoms have passed.</p> <p>Rooms should be ventilated as much as possible.</p> <p>Daily Duty Manager available on site each day.</p> <p>Reusable Aprons are to be cleaned at the end of Each Term.</p>	4	5	M	<p>Workshop to take place away from busy public areas, in the Foyle or Clore Studio.</p> <p>Good hygiene measures in place.</p> <p>Follow room and space capacity's set out by the Operations Team.</p>	VL
Safeguarding	Participants, staff and volunteers - inappropriate behaviour/lack of support for children (up to 18) and adults at risk.	<p>Staff and freelancers briefed with what constitutes appropriate behaviour and how to report any concerns.</p> <p>Staff members/freelance staff to avoid being alone with children and adults at risk.</p> <p>Enhanced DBS clearances for staff working with young people and adults at risk, and references followed up as part of HR procedures.</p>	2	5	L	<p>Child and adults at risk policy and procedure in place and reviewed/updated annually by Safeguard Lead Claire Griffin.</p> <p>All staff, volunteers and freelancers are aware of policy and procedure.</p>	L
Unmaintained and/or slippery and/or uneven surfaces around the site. Including paths, car parks and activity area.	Slips, trips and falls could affect participants, staff and volunteers.	<p>Advise participants to walk carefully and keep to paths.</p> <p>External paths maintained and kept as clear of debris as much as possible.</p> <p>Routes kept clear.</p> <p>Advise participants to walk carefully when straying off the path.</p> <p>In tent, there is woven flooring to help with slippery surfaces. Flooring to be cleaned of mud and leaves regularly. Pegs to be checked and fabric to be taught to prevent tripping.</p>	4	5	M	<p>Circulate risk assessment to relevant staff and partners.</p> <p>Daily safety checks of site are made to check for hazards. Workshop leader should check the activity area before the start of the activity, reporting concerns via a radio call to the Estate's Team.</p>	L
Road Crossing	Moving Vehicles. Road speed limit 30 MPH. (Between Limnerslease Woodland and the main site)	We brief all visiting teachers on the road that needs to be crossed through pre-visit information and advise that they conduct preliminary planning visits, conduct	5	6	H	<p>We welcome coach drop-off at the Visitor Centre to avoid time spent near the roadside.</p> <p>We structure the schools timetable to avoid repeat crossing of the road unnecessarily</p>	L

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

		<p>their own risk assessment, and wear high-vis jackets.</p> <p>When walking alongside the side road to the Limnerslease Woodland, children should walk in single file and walk along the fence line.</p>				<p>Suggest walking in smaller groups when crossing the road.</p> <p>For self-guided visit to the Watts Chapel, group leaders have been advised upon booking to complete their own risk assessment for the location and walk alongside a public road.</p>	
Art Materials/ Equipment In Clore Studio	Skin Irritations.	<p>Toxic materials not to be used by school groups are stored in lockable cupboards.</p> <p>Modroc (Plaster Fabric used in Gesso Tile Workshop) should be cut by volunteers and staff to minimise the plaster dust. Gloves provided for those with sensitive skin.</p>	4	5	M	<p>Artist / Assistant Freelancers to ensure equipment is packed away correctly.</p> <p>Participants will be accompanied and supervised at all times by their group leader.</p> <p>COSHH Sheets to be in the studios and clearly labelled.</p> <p>All hazardous materials to contain the correct labelling.</p>	L
Art Materials/ Equipment In Foyle Pottery Studio	Skin Irritations.	<p>Toxic Materials in the Pottery Studios are to be stored in Lockable Cupboards.</p> <p>Toxic Clay Slips and Glazes not to be used by School groups.</p>	4	5	M	<p>Artist / Assistant Freelancers to ensure equipment is packed away correctly.</p> <p>Participants will be accompanied and supervised at all times by their group leader.</p> <p>COSHH Sheets to be in the studios and clearly labelled.</p> <p>All hazardous materials to contain the correct labelling.</p>	L
Sharp Materials in the Clore Studio and Foyle Studio	Cuts	<p>Knives and sharp materials including fabric scissors are stored in a lockable cupboard in the Studio.</p> <p>Sharp Pottery tools and knives will be stored in lockable cupboards.</p> <p>Staff and volunteers to decide regarding which tools can be used by participants based on age and ability. This should be influenced by the Lead Teacher.</p> <p>Sharp tools only used by participants whilst supervised.</p>	4	5	M	<p>Participants will be accompanied and supervised at all times by their group leader.</p> <p>Artist Freelancers or Volunteer to ensure equipment is packed away correctly. If equipment is to be used in the workshop, a clear demonstration of using these materials is part of the introduction.</p> <p>If instructions are not followed by participants safely, equipment should be removed.</p> <p>First aid kit and procedure in place.</p>	L
Materials/substances Pottery/Clay	Participants, staff and volunteers using studio. Silica dust can damage lungs. Ingestion could be hazardous	<p>Sink sumps in use and emptied quarterly by the Estates Maintenance Team.</p> <p>Hands/tools only to be cleaned in designated area (not toilets)</p> <p>Floor and surfaces regularly wet cleaned</p>	5	6	H	<p>First aid kit and procedure in place including eye wash and contents checked regularly.</p> <p>Estates and Operations team to ensure First aid kit and products are regularly checked and refreshed.</p> <p>Cleaner to clean Learning Studio weekly. Hoover and Mop.</p>	M

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

		<p>Floor regularly hoovered with HEPA filtered hoover – NOT swept or brushed.</p> <p>Aprons regularly washed down, Fabric Aprons are not to be used in the Foyle Studio.</p> <p>Groups encouraged to wash hands before leaving studio.</p> <p>Coats and bags left in cloakroom area.</p>				<p>Mask available for cleaner.</p> <p>Advise participants, staff and volunteers of risks.</p> <p>COSHH data sheet to be sourced for all cleaning products used.</p> <p>Substantial for Watts Gallery staff/freelancers, Moderate for participants (as long-term exposure is more likely to cause harm)</p>	
Manual handling (including clay)	Injury to participants, staff and volunteers using studio.	<p>Only staff and volunteers who have completed health and safety training on manual handling to move loads at the Gallery.</p> <p>Loads split into more manageable units</p> <p>Trolley available to assist with moving, for Clay and pottery shelves</p>	5	4	M	All staff and volunteers advised to only lift/move what they can manage and to ask for help with heavier loads/leave for Estate Team.	L
Dangerous litter (e.g. broken glass, waste) Disease/infection	Participants: risk of injury from glass or infection from toxocara canis (dog faeces) or tetanus (soil)	<p>Regular maintenance of the site and grounds in Limnerslease woodland.</p> <p>Bins on site.</p>	4	5	M	Regular checks of the site completed by Estates team	L
Berries, mushrooms and plants	Participants: Risk of accidentally eating poisonous berries/fungi	Regular maintenance of Estate and Woodland.	4	5	M	Estates Team and Head Gardner to be aware of the plants in the woodlands, fence off/restrict access accordingly and advise Duty Manager and Event Manager of any areas to be aware of.	L
Low/falling Branches	Participants, staff and volunteers. Danger of injuring head/eyes on low/falling branches	Regular maintenance of woodland and Trees around the site.	4	5	M	<p>Checks of site prior to the event.</p> <p>Estates team to remove any potentially dangerous low/falling branches on paths and block off areas if necessary.</p>	L
Room capacities/ Over crowding	Risk of delay in evacuation in the event of a Fire.	<p>School groups will follow a timetable, to ensure room capacities are considered (school and general visitors combined)</p> <p>Groups will be smaller for these locations, The William De Morgan Collection, G F Studio and Mary Watts Studio</p>	5	3	M	<p>Large Bags and Coats are to be hung up, outside the Main Gallery on the School Trolley or in the Clore Studio for groups visiting Limnerslease House and Studio's.</p> <p>When directed by staff or freelancers, pupils will move through spaces as a group.</p>	L
First Aid	For minor injuries of children visiting as part of a school visit, relating to risks above.	<p>Teachers, Staff and Freelancer to follow the procedures and control measures outlined in the Risk Assessment in reducing First Aid.</p> <p>The lead teachers or support staff will be responsible for tending to all children in the group if any First Aid</p>	3	2	L	<p>Staff and Freelancers aware of procedure, covered in training.</p> <p>School staff are responsible for reporting near miss incidents to a Watts Gallery member of staff, ideally the duty manager who can record the incident.</p>	L

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

		needs to be administered. There must be a First Aider accompanying the group. WGAV Staff and Freelancers to support Lead Teacher if additional materials or support is required.					
--	--	---	--	--	--	--	--

LIKELIHOOD	6	6	12	18	24	30	36
	5	5	10	15	20	25	30
	4	4	8	12	16	20	24
	3	3	6	9	12	15	18
	2	2	4	6	8	10	12
	1	1	2	3	4	5	6
		1	2	3	4	5	6
SEVERITY							

Rating	Likelihood	Rating	Severity
1	Highly Improbable	1	No lost time
2	Remotely Possible	2	< 30 minutes lost time
3	Occasional Occurrence	3	> 30 minutes lost time
4	Fairly Frequent	4	< 3 days lost time
5	Frequent & Regular	5	> 3 days lost time
6	Certainty	6	Fatality

LIKELIHOOD x SEVERITY		RISK	RESIDUAL RISK
Very Low	1-9	No Risk – Work Can Proceed	N/A

HAZARD IDENTIFICATION & RISK CONTROL – RISK ASSESSMENT

Low	10-12	<p>The Risk is considered:</p> <p>Tolerable when measured against the consequences of an incident</p> <p>Tolerability does not mean acceptability</p> <p>To tolerate a risk means that we do not regard it as negligible or something we might ignore but something we keep under review</p>	<p>The Residual Risk is considered:</p> <p>Tolerable when measured against the consequences of an incident</p> <p>Tolerability does not mean acceptability</p> <p>To tolerate a risk means that we do not regard it as negligible or something we might ignore but something we keep under review</p>
Medium	15-20	<p>The hazard should be removed or adequately controlled to reduce the residual risk to at least LOW as a priority</p>	<p>Urgent measures to be implemented to control risk</p>
High	24-36	<p>The hazard should be immediately removed or adequately controlled to reduce the residual risk to at least a LOW</p>	<p>Immediate measures to be implemented to control risk</p>