

Risk Assessment for group visits to Manchester Art Gallery

This document is for guidance – teachers should carry out and use their own assessment.

- The school staff are responsible for their children at all times.
- For large self-programming groups, staff and children should be divided into small groups to explore the Gallery.
- Each group must have an appointed leader (teacher or responsible adult).
- All staff and group leaders should carry a list of the children in their group.
- If children are allowed to explore in smaller teams, group leaders should set up regular meeting times and places to check attendance of their children.
- The Visitor Services team, on site at all times during public opening hours, are trained in first aid and emergency procedures.
- Level of risk is considered LOW.

The recommended adult/pupil ratio is:

- For years 1 to 3, a minimum of 1 adult to every 5 children
- For years 4 to 9, a minimum of 1 adult to 10 children
- For years 10 onwards, a minimum of 1 adult to 15 students

Area	Hazard	Action
Arrival at the Gallery: Mounting/dismounting from coaches	<ul style="list-style-type: none"> • Visitors with disability. • Trips, slips and falls. • Traffic on the public highway. 	<ul style="list-style-type: none"> • Clear access route to all entrances • Wheelchair ramp to main entrance. • Group under supervision of accompanying adults. • Children lined up against the wall before proceeding calmly to the Gallery entrance.
Inside Manchester Art	<ul style="list-style-type: none"> • Fire. 	<ul style="list-style-type: none"> • Visitor Services staff trained

<p>Gallery</p>	<ul style="list-style-type: none"> • Visitors with disability. • Trips, slips and falls. • Stairs. • Children wandering away from their group. • Lost children. • Abduction. • Damage to exhibits. • Glass doors and 	<ul style="list-style-type: none"> in emergency procedures. Fire escape routes and refuge points marked on floor plan. • All areas and facilities fully accessible. • Notify gallery in advance of visitors with special requirements. • Group under close supervision of accompanying adults and behaving appropriately (i.e., no running, climbing, etc.). • Building inspected daily by Gallery staff. • Group leaders should be aware of the children's whereabouts at all times and are responsible for ensuring adequate provision of responsible adults to supervise the children (see recommended adult/pupil ratio above). • All accompanying adults to be aware the venue is a public building and of the possible hazards. • All accompanying adults to check their groups regularly. • Group to set clear meeting times and places. • All accompanying adults to be aware that works of art are not to be touched except when a sign invites you to. • Unglazed paintings barriered off from the public. • No chewing gum in the
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	walls.	galleries. <ul style="list-style-type: none"> • Large etched dots at a height of 1.5 meters on all glass doors, etc.
Education Suite: Studios 1 & 2	<ul style="list-style-type: none"> • Fire • Trips, slips and falls. • Spillages. • Cutting implements. • Arts materials. • Arts Equipment (printing presses, etc.). • Electrical equipment. 	<ul style="list-style-type: none"> • Visitor Services staff trained in emergency procedures. Fire escape routes and refuge points marked on floor plan. • Group under supervision of accompanying adults. • Rooms cleaned and inspected daily by Gallery staff. • Cleaning equipment available in both studios. • Scissors appropriate for the age group and used under adult supervision. • Non-toxic materials and adhesives • First Aid qualified Visitor Services staff in the building at all times. • Washing facilities in both studios. • Equipment suitable for age group and used only under adult supervision. • All electrical equipment tested regularly according to Manchester City Council regulations. • Trailing cables taped securely to the floor.
Public toilets	<ul style="list-style-type: none"> • Trips, slips and falls 	<ul style="list-style-type: none"> • Toilets cleaned and inspected at regular intervals throughout the day. • Procedures in place for cleaning up spillages.

	<ul style="list-style-type: none"> • Need for adult assistance. • Misbehaviour, including smoking. • Unable to unlock/lock the toilet door. 	<ul style="list-style-type: none"> • Children to be supervised by school staff when using the toilets. • No smoking anywhere in the building. • Locks can be opened from outside by gallery staff.
Manchester Art Gallery shop and restaurant.	<ul style="list-style-type: none"> • Trips, slips and falls. • Theft. 	<ul style="list-style-type: none"> • Group under supervision of accompanying adults. • Procedure in place for cleaning up spillages. • Appropriate behaviour from children (e.g., no running or climbing,)
Packed lunches	<ul style="list-style-type: none"> • Groups congregating in public thoroughfares, in fire escape routes and main exits to eat packed lunches. • Crossing public highways to reach public areas outdoors for groups to have lunch (Peace Gardens and Albert Square). 	<ul style="list-style-type: none"> • No packed lunches to be eaten in any part of the gallery, including the restaurant. • Pedestrian crossings and pavements.