

## Risk Assessment – Formal Education visits to Kettle's Yard House and/or gallery – discussion-based

<u>Potential Hazard</u>	<u>Who would be affected</u>	<u>How is this mitigated</u>	<u>Risk Factor: Likelihood and severity (L/M/H)</u>	<u>Further action as required</u>
Road traffic accidents on accessing Kettle's Yard	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Schools to provide DBS registered adults at a ratio suitable to the age of the group</li> <li>• Learning Team to meet groups and guide safely once on Kettle's Yard property.</li> </ul>	Likelihood: Low Severity: Medium	Schools advised to complete their own RA in advance of visit and monitor on the day
Tripping on the stairs	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Participants are briefed before entering the House/galleries and asked to walk, not run</li> <li>• Large groups of children are split into smaller groups and supervised by an adult.</li> <li>• Rugs are secured on stairs with rails</li> <li>• Handrails in the gallery</li> </ul>	Likelihood: Medium Severity: Medium	
Damage to artwork	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Participants are briefed before entering the House/galleries and asked not to touch and treat the work respectfully</li> <li>• Large groups are split into smaller groups</li> <li>• Groups of children are supervised by adults.</li> <li>• Ensure an appropriate adult/child ratio and presence of Visitor Assistants</li> <li>• All visitors are reminded that they can look but not touch the artworks.</li> <li>• Only pencil to be used in the house and gallery.</li> <li>• Required school staff to pupil ratio:</li> </ul>	Likelihood: Medium Severity: High	

		<ul style="list-style-type: none"> <li>• Key Stage 1-2: 2 staff members: 15 pupils</li> <li>• Key Stage 3+: 1 staff member: 15 students</li> </ul>		
Injury from equipment used in House	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Group leader to hold any potentially damaging equipment such as pencil sharpeners</li> </ul>	Likelihood: Low Severity: Low	
Flashing lights in temporary art installations	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Groups are briefed when they book if there is artwork that includes flashing lights</li> <li>• Signs at the entrance to warn visitors</li> </ul>	Likelihood: Low Severity: High	
Fire alarm / Emergency evacuation	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Fire officer on staff</li> <li>• Regular fire drills, clearly signed fire exits</li> <li>• Exits are pointed out to groups during health and safety briefing. Evacuation is co-ordinated by KY staff. Meeting point – St Peter’s Churchyard.</li> </ul>	Likelihood: Low Severity: High	
Safeguarding	Children and vulnerable adults	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance is mandatory for all KY staff (including freelancers) who work with the public and schools.</li> <li>• Written permission required for all photography where the participant is identifiable. For under 16s, permission of parent or carer required.</li> <li>• Children to be accompanied by responsible adult throughout session during public sessions</li> <li>• University safeguarding policy to be adhered to, as follows:</li> </ul> <p>The University takes all reasonable steps in relation to the safety and welfare of the children</p>	Likelihood: Low Severity: High	

		<p>and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children and vulnerable adults and to keep them safe from harm when in contact with University staff and student helpers whether acting in a paid or unpaid capacity.</p> <p>Physical contact with children and vulnerable adults should be avoided:</p> <ul style="list-style-type: none"><li>• do not take a child or vulnerable adult to the toilet</li><li>• do not spend time alone with a child or vulnerable adult on his/her own</li><li>• if you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others</li><li>• do not engage in a personal relationship with a child or vulnerable adult</li><li>• do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted</li></ul> <p>Good practice also includes valuing and respecting children and vulnerable adults as individuals, and the adult modelling appropriate conduct - which excludes bullying, aggressive behaviour, racism, sectarianism or sexism. It also requires that children under 16 be accompanied at all times by adults (who could be acting in locus parentis) at University run public events.</p> <p>If a child or vulnerable adult accuses a member of staff or student of abuse this should be reported immediately to the University Coordinators. They will take written details of the incident and contact details for those</p>		
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		<p>involved and pass these on to appropriate members of staff within the University for further action if appropriate.</p> <ul style="list-style-type: none"><li>• Photo permission will be gained from legal guardians when documenting sessions for any use.</li></ul>		
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**Risk Assessment –visits to Kettle's Yard House and/or gallery – practical workshops**

Potential Hazard	Who would be affected	How is this mitigated	Risk Factor: Likelihood and severity (L/M/H)	Further action as required
Injury from use of equipment and materials in workshops	Workshop participants Group leaders Artists / Staff	<ul style="list-style-type: none"> <li>• Child-friendly and left-handed scissors</li> <li>• Sharps (blades) kept, locked, in the Clore Learning Studio, only accessible by staff and stored out of reach of children</li> <li>• All use of sharps is supervised by adults</li> <li>• Sufficient number of supervising adults present – staff/volunteers/teachers/parents</li> <li>• Use of glue-guns and other hot/burning equipment is supervised by adults and available on a separate table in the Clore Learning Studio</li> <li>• Electric cables are taped to the floor or kept under tables.</li> <li>• Use of wire / wire cutters is supervised by adults.</li> <li>• Artist demonstrate/brief all uses of potentially dangerous materials and equipment (e.g. Lino-print tools, blades, cutters, wire).</li> <li>• Non-toxic glue and paint.</li> </ul>	Likelihood: Medium Severity: High	<ul style="list-style-type: none"> <li>• Staff log all incidences of injury.</li> <li>• Duty officer completes incident report.</li> </ul>
Electric hazards	Workshop participants Group leaders Artists / Staff	<ul style="list-style-type: none"> <li>• All electrical equipment to be supplied and installed by reputable, competent persons. Their standards will be pre- vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained</li> <li>• All electrical equipment is PAT tested regularly and visually checked per use</li> <li>• A competent electrical contractor should be available to deal with any problems should they arise</li> </ul>		

		<ul style="list-style-type: none"> <li>No public are permitted to connect any devices to temporary electrical mains.</li> <li>Competent person on site to monitor all electrical systems to prevent overloading</li> </ul>		
Spread of viruses	Workshop participants Group leaders Artists / Staff Particularly people with pre-existing health conditions or are immuno-compromised	<ul style="list-style-type: none"> <li>All encouraged to wash hands after handling objects or exploring natural found objects around Kettle's Yard</li> <li>Hand sanitiser available throughout the building</li> </ul>		
A child is left behind at the end of the session	Child participants	<ul style="list-style-type: none"> <li>Under 8s – parents/carers/teachers must be present throughout the workshop. Workshop leaders are not legally responsible.</li> <li>All children in a formal education group are the responsibility of the school. Contact teacher/phone number taken at point of booking for all school visits.</li> </ul>	Likelihood: Low Severity: Medium	<ul style="list-style-type: none"> <li>Duty officer contacts parent/carer/school and is responsible until the child is collected.</li> </ul>
Allergic reactions	Workshop participants Group leaders Artists / Staff	<ul style="list-style-type: none"> <li>Any snacks given include nut-free biscuits and fruit.</li> <li>Participants are asked for information on any allergies when food is provided during a session.</li> <li>Non-latex gloves will be used if required for an activity or when administering first aid</li> <li>If participants are touching materials such as paints, plaster or printing materials directly, gloves and alternatives will be offered.</li> </ul>	Likelihood: Low Severity: Medium/High	<ul style="list-style-type: none"> <li>First aider on site.</li> </ul>
Fire alarm /	Participant in	<ul style="list-style-type: none"> <li>Fire officer on staff</li> </ul>	Likelihood: Low Severity: High	

Emergency evacuation	group Group leader Staff	<ul style="list-style-type: none"> <li>• Regular fire drills, clearly signed fire exits</li> <li>• Exits are pointed out to groups during health and safety briefing. Evacuation is co-ordinated by KY staff. Meeting point – St Peter’s Churchyard.</li> </ul>		
Contact between participants and visiting public	Children and vulnerable adults	<ul style="list-style-type: none"> <li>• No members of public allowed to enter Clore Learning Studio except as participants of workshops</li> </ul>	Likelihood: Medium Severity: Low/High	
Slipping on floor	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• All spills to be mopped immediately</li> <li>• Wet floor signs available for use if necessary</li> </ul>		
Dangerous behaviour from participants	Participant in group Group leader Staff	<ul style="list-style-type: none"> <li>• Sufficient staff/participant ratio</li> <li>• Set clear ground rules at the beginning of sessions with emphasis on mutual respect</li> <li>• All schools/parents to indicate additional behavioural needs in booking forms</li> </ul>	Likelihood: low Severity: medium	
Participant/public unable to exit lift		<ul style="list-style-type: none"> <li>• Ensure staff and volunteers are well briefed and prepared for managing lift and access</li> <li>• Teachers/parents given sufficient information for use of lift</li> <li>• Lift well-signed</li> </ul>	Likelihood: Medium Severity: Low	