

KETTLE'S YARD

Risk Assessment – Formal Visits to Kettle’s Yard – template and guidance for schools

Assessors name: **Community Manager** Date assessed: **10/02/2026** Location of activity: **Kettle’s Yard**

High Risk (Rate >7) – Unacceptable risk, take immediate action		Moderate Risk (Rate 4 – 6) - May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.				
Potential Hazard	Who would be affected	How is this mitigated	Risk Factor: Likelihood and severity (L/M/H)			Further action as required	
			H	M	L	Likelihood	
School visit	Staff, participants	Recommend that all schools undertake their own Risk Assessment for each visit as exhibition content and layouts can change.					
Travel to venue	Visiting Staff Participants/group members	Schools to provide DBS checked adults at a ratio suitable to the age of the group <ul style="list-style-type: none"> • Learning Team to meet groups and guide safely once on Kettle’s Yard property. 		4		1	Schools advised to complete their own RA in advance of visit and monitor on the day
Adverse weather conditions	All Staff Participants Volunteers and support staff	Weather conditions will be monitored by team. If working in the garden or St Peter’s Churchyard, all participants will be advised to protect themselves from the sun (work in shade when possible, apply sunscreen regularly) and drink water to stay hydrated.			3	1	

Spread of viruses	Staff Participants Volunteers and support staff Particularly people with pre-existing health conditions or are immuno-compromised	<ul style="list-style-type: none"> All to wash hands with soap and water or alcohol hand sanitiser All staff/freelancers should have hair away from face and avoid removing and putting on and off of glasses throughout sessions to minimise face touching 		4		1	Ensure activities take place with good ventilation Supply hand sanitiser
Tripping on the stairs	Participant in group Staff Freelancers Volunteers	<ul style="list-style-type: none"> Participants are briefed before entering the House/galleries and asked to walk, not run Large groups of children are split into smaller groups and supervised by an adult. Rugs are secured on stairs with rails Handrails in the gallery 			2	1	
Slipping on floor	Participant in group Staff Freelancers Volunteers	<ul style="list-style-type: none"> All spills to be mopped immediately Wet floor signs available for use if necessary 			2	1	
Sensory impact of temporary exhibitions	Participant in group Staff Freelancers Volunteers	<ul style="list-style-type: none"> Groups are briefed when they book if there is artwork that includes flashing lights or other sensory impactful content Advised to look at access information or Visual Story if available for exhibition Signs at the entrance to inform visitors Quite spaces and access support tools are available. 		4		1	Recommend each group undertakes a pre-visit and own Risk Assessment. Please discuss with Learning team any concerns.
Emotional impact of temporary	Participant in group	<ul style="list-style-type: none"> Groups are briefed when they book about general themes and content of exhibition 		4		1	Recommend each group undertakes a pre-visit and own Risk Assessment.

exhibitions	Staff Freelancers Volunteers	<ul style="list-style-type: none"> • Advised to look at general information about the exhibition and pre-visit • Signs at the entrance to inform visitors regarding challenging content 				Please discuss with Learning team any concerns.
Damage to artwork	Participant in group Staff Freelancers Volunteers	<ul style="list-style-type: none"> • Participants visiting with their carers are advised to hold hands in exhibition and asked not to touch and treat the work respectfully • Groups of children are supervised by adults. • Ensure an appropriate adult/child ratio and presence of Visitor Assistants • All visitors are reminded that they can look but not touch the artworks. • Only pencil to be used in the house and gallery. • No bags or large coats taken into the house. • No water bottles or food permitted in gallery or exhibitions. • Formal education groups bringing their own First Aid bags: only essential items such as inhalers or epipens may be taken into the house. We recommend bringing these essentials in a small bag which can be easily carried carefully in front of the responsible adult during the visit. • Required school staff to young person ratio: <ul style="list-style-type: none"> -- Early Years Foundation Stage & Key Stage 1–2 (3-11 years old): 1 adult for every 6 pupils - Key Stages 3–5 (11–18 years old): 1 adult for every 15 pupils - Further Education / Higher Education: 1 adult for every 15 pupils - All self led language school or school 		4	2	Schools may be given further advice on the day of the visit if large First Aid are brought.

		visits: 1 adult for every 10 pupils.				
Safeguarding	Staff Participants Freelancers Venue staff	<p>Kettle’s Yard takes all reasonable steps in relation to the safety and welfare of the children 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"> • do not take a child or vulnerable adult to the toilet • do not spend time alone with a child or vulnerable adult on his/her own • 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 • do not engage in a personal relationship with a child or vulnerable adult • do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted • Good practice also includes valuing and respecting children and vulnerable adults as 		4	1	

		<p>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 or attend with permission of parent/guardian at Kettle's Yard run events.</p> <p>If a child or vulnerable adult accuses a member of staff or young person of abuse this should be reported immediately to the Kettle's Yard Coordinators and to the lead event member of staff. If responsible adults raise any safeguarding concerns, they should tell the lead KY member of staff immediately. They will take written details of the incident and contact details for those involved and pass these on to appropriate members of staff within the University for further action if appropriate.</p> <p>Photo permission will be gained from legal guardians when documenting sessions for any use.</p>				
Contact between participants and visiting public	Children and vulnerable adults	No members of public allowed to enter Clore Learning Studio except as participants of workshops		4		1
Child left behind at end of visit	Child participants	<ul style="list-style-type: none"> All children- parents/carers/teachers must be present throughout the workshop. Workshop leaders are not legally 		4		1

		<p>responsible.</p> <ul style="list-style-type: none"> 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. 					
Fire alarm / Emergency evacuation		<ul style="list-style-type: none"> Fire officer on staff Regular fire drills, clearly signed fire exits Exits are pointed out to groups during health and safety briefing. Evacuation is co-ordinated by KY staff. Meeting point – Northampton Street Green 		4		1	
Use of Kettle's Yard materials (workshops only)	KY Staff Participants Freelancers	<ul style="list-style-type: none"> all activities will be adequately supervised at all times by Kettle's Yard staff workshops will be conducted in small groups with adult supervision Lens-Based activity: activities involving photography require photo permission Textiles: Participants will be supervised as they may cover heads and faces with textiles as part of the activity Heavy materials (ie clay): There may be some lifting and this will be managed by KY staff Some sessions may involve using tape, string, wire or twine. Participants will be advised not to tie this around their necks or limbs SHARPS: Some sessions will involve using scissors or other cutting tools. Participants will only be able to use safety scissors. Sharp scissors or craft knives will only be used by staff and will be stored out of sight when not 		4		1	<p>As materials will vary at each session, all staff will be briefed each session on possible hazards and mitigations.</p> <ul style="list-style-type: none"> Staff log all incidences of injury. Duty officer completes incident report.

		<p>in use. Use of wire / wire cutters is supervised by adults.</p> <ul style="list-style-type: none"> • Sufficient number of supervising adults present – staff/volunteers/teachers/parents • HEAT: Use of glue-guns and other hot/burning equipment is supervised by adults and available on a separate table in the Clore Learning Studio • Electric cables are taped to the floor or kept under tables. • Loose materials such as fabric or cushions on floor must be supervised. • Artist demonstrate/brief all uses of potentially dangerous materials and equipment (e.g. Lino-print tools, blades, cutters, wire). • Non-toxic glue and paint used. • small items will to be kept out of the reach of young children to prevent a choking hazard • all spare equipment will be stored away from participants to prevent a trip hazard. If the space become too untidy and trips or slips become likely, activity will be paused whilst it is made safe again. • all rubbish will be collected and disposed of appropriately either on site or off site if no disposal facilities exist there 				
Electric hazards	KY Staff Participants Freelancers	<ul style="list-style-type: none"> • 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 		4	1	

		<p>recognised professional body obtained</p> <ul style="list-style-type: none"> • All electrical equipment is PAT tested regularly and visually checked per use • A competent electrical contractor should be available to deal with any problems should they arise • No public are permitted to connect any devices to temporary electrical mains – including chargers for personal devices. • Competent person on site to monitor all electrical systems to prevent overloading 				
First Aid	KY Staff Participants Freelancers Venue staff	<ul style="list-style-type: none"> • All will be aware of onsite first aider as KY staff are not First aid trained 		4	1	
Allergic reactions	Participant in group Staff Freelancers Volunteers	<ul style="list-style-type: none"> • No snacks given in sessions and eating discouraged. No nuts permitted. • Participants are asked for information on any allergies when food is provided during a session. • Non-latex gloves will be used if required for an activity or when administering first aid • If participants are touching materials such as paints, plaster or printing materials directly, gloves and alternatives will be offered. See separate risk assessments for more hazardous materials. 		4	1	First aider on site.
Dangerous behaviour from participants	Participant in group Group leader Staff	<p>Sufficient staff/participant ratio</p> <ul style="list-style-type: none"> • Set clear ground rules at the beginning of sessions with emphasis on mutual respect 		4	1	

		<ul style="list-style-type: none"> • All schools/parents to indicate additional behavioural needs in booking forms 				
Aggressive behaviour from public		<ul style="list-style-type: none"> • Kettle's Yard Learning staff will be advised not confront anyone acting aggressively but to inform colleagues staff who will aim to deal with the issue without putting themselves in danger. Learning staff will remove participants away from the situation. • KY staff will call the Police if there is a continued problem 		4		2
Participant/public unable to exit lift		<ul style="list-style-type: none"> • Ensure staff and volunteers are well briefed and prepared for managing lift and access • No young person use lift unsupervised and staff given sufficient information for use of lift • Lift well-signed 			2	1