

School Visit General Building Risk Assessment HEP-RA-0048

Location:		The Hepworth Wakefield Site, Garden, Foyer, Learning Studios, Gallery Spaces.				Reference No:					
						Assessed By:					Bea Wright
Activity:		Teacher-led visits – walking around the spaces accompanied by school staff.				Approved By:		Alan Lovett		Date	16/08/2023
						Issue Date:		16/08/2023			
Hazard	Consequences	Persons Affected	Existing Control Measures	Severity	Likelihood	Total Risk	Additional Control Measures (where appropriate)	Residual Risk			
								Severity	Likelihood	Total Risk	
LOCATION: Site and Garden											
Coach drop-off point: Collisions with site traffic turning or vehicles using disabled parking bays. Building works traffic.	Bruises, broken limbs, ligament damage, death. Major injury.	General Visitors Gallery Staff Students General Public using site as thoroughfare	<ul style="list-style-type: none">Speed limit of 5mph for traffic on site.Designated area for coach drop-off on Thornes Lane adjacent to footbridge ramp.Schools informed to notify drop-off location with coach company.	5	3	15	<ul style="list-style-type: none">Advance warning to school about risks.Teachers to top and tail students in a line to ensure students are accompanied at all times when moving from the drop-off point to the gallery entrance.	4	2	8	

Weather conditions	Sunburn Dehydration Hypothermia Minor or major injury.	Children, young people and adults	<ul style="list-style-type: none"> Schools to ensure students appropriately dressed for weather conditions and to bring sun cream, water. Gazebos in place for shade if an artist led activity outside. 	3	3	9	<ul style="list-style-type: none"> Teachers to be responsible for children and young people having appropriate clothing. Learning team to have back up supply of water, sunscreen and waterproof ponchos. 	3	2	6
Poisonous plants in flower bed	Poisoning, skin irritation, sickness. Death if ingested in any quantity and/or if rubbed in an open scratch / cut.	Children, young people and adults	<ul style="list-style-type: none"> Hazardous plants are located in the planting bed at the side of the garden café pumping station and beyond reach. Teachers to ensure effective supervision of students at all times. 	5	2	10	<ul style="list-style-type: none"> Teachers to be briefed about children not going on flowerbeds or picking plants. Toxicity sheet produced by Cultural Gardener to be provided for front desk with information on plants and treatment. 	5	1	5
Main Road Proximity to busy road	Bruises, broken limbs, ligament damage, death. Major injury	General Visitors Gallery Staff Students General Public using site as thoroughfare	<ul style="list-style-type: none"> School staff are to ensure effective supervision of students under their care at all times Speed limit to 5mph on perimeter of garden. 	5	2	10	<ul style="list-style-type: none"> Advance warning to school about risk. School staff to accompany students in ratios appropriate to age group. 	4	2	8

LOCATION : Building

Slippery Concrete Resin Floor: Slips, trips & falls.	Sprains, bruises, broken limbs, ligament damage. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff should remind students under their care to walk at all times. THW staff are aware of risks and are on hand to supervise. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare teachers for visits. School staff and group leaders should be aware of the slippery floors before a visit and ask that students are aware and that they do not slide on the floor. 	3	2	6
Glass Doors: Collisions.	Bruises, broken limbs, ligament damage. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> Glass doors are marked with vinyl markings at two heights. 	3	3	9	<ul style="list-style-type: none"> School staff should be aware that the doors throughout the foyer are glazed and should ensure students and support staff are aware of this during a visit. 	3	2	6
Steps: Slips, trips & falls.	Bruises, broken limbs, ligament damage. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> A metal handrail is in place for support to reduce slippage on stairs. 	3	2	6	<ul style="list-style-type: none"> School staff should ensure students under their care move carefully and orderly when going up and down the staircase. 	3	2	6
Toilets: Jammed fingers in doors. Doors in the gallery are heavy.	Bruises, sprains. entrapment Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff to accompany students KS4 and below to the facilities at all times. 	3	3	9	<ul style="list-style-type: none"> School Staff to accompany students in ratios appropriate to age group. 	3	2	6
Gallery Doors (throughout): Heavy	Bruises, sprains. entrapment Minor or major injury	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff member to accompany students KS4 and below to the facilities at all times. 	3	3	9	<ul style="list-style-type: none"> School staff to accompany students in ratios appropriate to age group 	3	2	6

Storage Lockers: Jammed fingers in doors, straining muscles.	Bruises, sprains. Minor or major injury.	Students Teachers	<ul style="list-style-type: none"> When using the storage lockers, school staff are to unlock doors and pull out wheeled tub for students to place coats, bags and lunches inside. School staff are also to lift out any resources, lock and secure doors and retain the key, until access is required. 	3	2	6	<ul style="list-style-type: none"> School staff to be present at all times and provide appropriate supervision of students under their care. 	2	2	4
Public Disorder	Minor or major injury Negative impact on mental health	General Visitors Gallery Staff Students General Public using site as thoroughfare	<ul style="list-style-type: none"> All gallery staff are provided with walkie-talkies. THW Staff to use their walkie talkie to call for assistance if they feel threatened by a member of the public. Where necessary THW Duty Manager, upon receiving radio call, will contact the Police for assistance. THW Staff inform each other and Duty Manager of repeat offenders. All Incidents are to be recorded in the Incident Book. All doors coded/alarmed to staff areas are to remain closed to prevent access by the general public. THW reserves the right to refuse entry to any person not acting in an appropriate manner. 	3	2	6	<ul style="list-style-type: none"> THW Staff should maintain a safe and appropriate distance from members of group. Hepworth Staff are not to make physical contact with visitors, unless providing first aid or support assistance when requested. Visitors/visiting groups should respect the wishes of other gallery visitors and act in a quiet and respectful manner. 	2	2	4
LOCATION: Galleries										
Low Level Plinths: Trips & falls.	Cuts / abrasions / lacerations. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to ensure all students do not touch or attempt to climb on plinths. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6

Eye Level Plinths: Collisions	Cuts / abrasions / lacerations. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to monitor students under their care at all times to prevent collision with plinths and that students do not touch plinths. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6
Sharp Corners on Plinths: Collisions.	Cuts / abrasions / lacerations. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to supervise students KS4 and below at all times to prevent collision or touching of plinths. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6
Mounted Glass Cabinets: Collisions.	Cuts / abrasions / lacerations/ bruises, broken limbs, ligament damage. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to supervise students KS4 and below at all times to ensure they do not touch or attempt to climb on cabinets. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6
Large Glass Cabinet in Centre of Gallery 4: Collisions.	Cuts / abrasions / lacerations/ bruises, broken limbs, ligament damage. Major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to supervise students KS4 and below at all times to ensure do not touch or attempt to climb on the cabinet. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6
Fragile Works of Art: Collision, items falling.	Bruises, broken limbs, ligament damage. Minor or major injury.	General Visitors Gallery Staff Students	<ul style="list-style-type: none"> School staff are to supervise students KS4 and below at all times to ensure they do not touch or attempt to climb on artworks. THW staff are aware of risks and on hand. 	3	3	9	<ul style="list-style-type: none"> Information sent to schools and available online to prepare school staff for visits. 	3	2	6

Injuries to Limbs whilst viewing exhibits	Cuts / Abrasions / Bruises/ Lacerations. Facial Injuries.	General Visitors	<ul style="list-style-type: none"> When appropriate, signage will be placed at the entrance to the spaces advising care is taken whilst moving around the exhibition spaces, to prevent injuries Some exhibits will be provided with tensa barriers or demarcation lines on the floor to deter visitors from going too close to exhibits Dependent upon the nature, certain exhibits may be required to have a specific risk assessment produced, this will be communicated to groups in advance of their visit. 	4	3	12	<ul style="list-style-type: none"> THW Staff are on hand to reinforce signage. THW Staff will monitor groups of children to ensure they are being supervised at all times. 	3	3	9
	Minor or Major Injury	Gallery Staff								
		Students								

Our Group Visit Guidelines are below. Please don't worry if you are not sure what you can and cannot do in the gallery, our Visitor Experience Team are happy to help, please feel free to ask.

Groups are welcome to:

- Sit on the floor to spend time looking and drawing
- Discuss ideas
- Ask our Visitor Experience Team questions

Please respect other visitors and ensure your group does not:

- Touch the artworks or plinths (the boxes artwork sometimes sit on)
- Run or shout in the galleries
- Step or lean over barriers
- Eat or drink in the galleries
- Touch the plants or step in the planting beds in the garden.

Other guidelines:

- Photography, without flash, is allowed in all of the exhibitions.
- Public toilets are situated on the ground floor and in the Learning Studios.
- In the event of a fire alarm all visitors will be directed to a fire exit and external assembly point by THW staff. Keep a register on-hand to check your group. Once evacuated you must follow the guidance of our staff.

Materials:

- We encourage you to draw and create in the galleries using pencils, paper and sketchbooks (A3 or smaller).
- To protect the artworks we **do not allow** wet materials and sharp tools such as pens, paints, oil pastels and scissors.