**Hazard and Risk Assessment Summary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School/Dept | Learning and Access, The Barber Institute of Fine Arts, University of Birmingham. |  | Location of Activity | The Barber Institute of Fine Arts - Galleries and Education Room |  | Date of Assessment | 25/11/2014 Rev1 |
|  |  |  |  |  |  |  |  |
| Assessor | Jen Ridding – Learning & Access Officer |  | Activity Assessed | **Art making activities in education room.**  **Gallery tours/talks** | | | |
|  |  |  | (Attach protocols) |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment of Hazard and Risk** | | | | | | | | | | | | | | | | | | | | **Control Measures Required** | | | | | | | | |
| **HAZARD**  (List only hazards from which there is a significant risk of serious harm under foreseeable conditions) | | | | | | **PERSONS AT RISK** (See key, | | **PERSONAL HARM?** | | | | | **LIKELIHOOD**  **of HARM?** | | | | | | | **Children accompanied by adults; a ratio of 1 adult to 5 children** | | | | | | | | |
|  | | | | | | Indicate number) | | F | | Mj | | Mn | Y | Pr | Po | | R | | |  | | | | | | | | |
| **Front entrance to building:** tripping, falling on steps  (Wheelchair access is at the back of the building) | | | | | | Yp, Pu | |  | | ✓ | |  |  |  | ✓ | |  | | | Children/Adults encouraged to use the handrail and to walk, not run up steps. | | | | | | | | |
| **Foyer area:** If raining outside marble floor in foyer may become slippery. Slipping on floor. | | | | | | Yp, Pu | |  | |  | | X |  |  |  | | X | | | Children/Adults advised to wipe feet on mat on entering gallery if raining, and to walk sensibly. | | | | | | | | |
| **Foyer area:** Obstructions caused by tables and seating in main foyer area. Bumping into furniture. | | | | | | Yp, Pu | |  | |  | | X |  |  |  | | X | | | Children/Adults made aware of obstructions and guided to walk sensibly in a straight line between obstructions. | | | | | | | | |
| **Steps to and from basement:** Heavy doors and stairs leading downstairs to basement (and upstairs from basement) where education activity room is situated. Fingers trapped in door hinges, heavy doors falling onto children, falls and trips on steps. | | | | | | Yp, Pu | |  | | ✓ | |  |  |  | ✓ | |  | | | Door held open by adult (s) for children to walk through. Children advised to walk in single file down and up steps in a sensible manner holding onto handrail. | | | | | | | | |
| **Lift:** If using lift to access basement – travelling through store area. Bumping into or tripping/falling over stored goods. | | | | | | Yp, Pu | |  | |  | | X |  |  |  | | X | | | Children accompanied by adults and guided carefully through basement store. | | | | | | | | |
| **Steps to and from galleries:** falls, slips and trips on steps. | | | | | | Yp, Pu | |  | | ✓ | |  |  |  | ✓ | |  | | | Children advised to walk in single file down and up steps in a sensible manner holding onto handrail. | | | | | | | | |
| **Green, Red, Beige and Blue Galleries:** Obstructions (benches and tables) in centre of each gallery. Bumps and trips. | | | | | | Yp, Pu | |  | |  | | X |  |  |  | | X | | | Children made aware of obstructions and guided to walk sensibly in a straight line between obstructions. | | | | | | | | |
| **Lady Barber Gallery:** Harm caused by bumping into sharp edges of plinths or cases in gallery. | | | | | | Yp, Pu | |  | |  | | X |  |  | X | |  | | | Children to be made aware of the sharp edges and encouraged to move around the space slowly in order to avoid getting close to plinths. Students will be supervised at all times | | | | | | | | |
| **Education Room and Arts Activity:**  Water spillages when engaged in clay activity, resulting in slipping.  Physical Injuries caused by improper use of plastic clay tools or sharp pencils.  Allergy to newclay/self-drying clay (or other art materials).  Physical injury caused by use of craft knives.  Illness caused by ingestion of materials.  Choking caused by ingestion of materials.  Illness caused by children overheating or becoming dehydrated  Children leaving the education room unaccompanied/wondering off/getting lost  Child protection risk posed by members of public entering the education room or approaching children | | | | | | Yp, Pu  Yp, Pu  Yp, Pu  Yp, Pu, S  Yp, Pu  Yp, Pu  Yp, Pu  Yp, Pu  Yp, Pu | |  | | ✓  ✓  ✓  ✓  ✓ | | X  X  X  X |  |  | ✓  X  X | | ✓  ✓  ✓  ✓  X  X | | | Water-pots half-filled. Table covered in newspaper; spare newspaper available to cover water spillages. Spillages addressed and cleared up as soon as possible.  Children instructed clearly on the proper use of tools, any pencils used not over sharpened – pencils distributed and collected by adults.  Children to inform teachers and workshop leaders they have an allergy to specific art materials well in advance of workshop. Latex gloves made available.  Craft knives only used with over 12s and adults. Participants clearly instructed on proper use of knives. Knives counted out and counted back in.  Age-appropriate materials to be used. Early years/small children to be supervised at all times.  Age-appropriate materials/equipment to be used. Early years/small children to be supervised.  Windows opened. Children monitored- verbal check if any appear unwell. Drinking water available for children upon request.  Children instructed to remain in the room and ask if they wish to leave. Children accompanied if they need to leave the room. All staff to follow the Barber Institute’s Lost Child Procedure.  Members of public addressed by staff if they enter the room or engage in conversation with a child in the galleries. Staff to contact security if any threat is posed. | | | | | | | | |
| **Toilets:** Heavy doors, risk of trapping fingers. | | | | | | Yp, Pu | |  | |  | | ✓ |  |  | ✓ | |  | | | Staff to hold door open for children. | | | | | | | | |
| **Toilet accessible for wheelchairs:** this facility is located on the 1st floor of the building; therefore the lift must be used. Heavy doors on arrival to the 1st floor, landing used for storage, risk of bumping into obstructions.  **Throughout building:**  Harm caused by aggressive/inappropriate behaviour  **Education Store:**  Physical injury caused by use of guillotine  **Manual handling:**  Physical injury caused by poor manual handling  **Slips, trips and falls** | | | | | | Yp, Pu  Yp, Pu, S  S  S  Yp, Pu, S | |  | | ✓  ✓ | | X  X  X |  |  | X  X  ✓  ✓ | | X | | | Wheelchairs users accompanied by Barber staff and school staff when using lift and made aware of potential hazards.  Staff training in H & S awareness  Registration procedure  Training in customer service, personal safety at work and conflict management  Clear publication and promotion of access procedures for visitors  Emergency alarm buttons tested annually  Clear publication of opportunities for customer feedback  Customer facing staff to be issued with radios  Ensure L&A staff aware security procedure  Staff instructed in proper use of guillotine. Staff to report a malfunctioning or broken guillotine to the Learning & Access Officer. Staff instructed not to attempt repair themselves. UHSP/23/AIR/05 & first aid procedure. Training for staff/volunteer/intern prior to first use  Refer to University’s Manual Handling policy: <https://intranet.birmingham.ac.uk/hr/documents/public/hsu/hsupolicy/6mho.pdf>  Ensure L& A staff complete an assessment form and attend Manual Handling training  Assessing weight before lifting  Assess awkwardness of item before lifting  Ensure staff have an awareness of University Manual Handling policy  Refer to University’s Slips, Trips and Falls strategy: <https://intranet.birmingham.ac.uk/hr/documents/public/hsu/information/slipstripsfalls/slipstripsfalls.pdf>  Ensure good housekeeping- keep walkways clear, clean up accidental  spills, shut cupboard doors and drawers, store items on appropriate shelving/in cupboards, ensure no trailing cables.  Advise staff of personal measures they can take- not rushing, not carrying excessive loads, wearing appropriate footwear and just looking carefully where they are going and using common sense.  Avoid overcrowding of education room- limit capacity to a safe limit of 32 children. | | | | | | | | |
| Key | PERSONS AT RISK | |  | PERSONAL HARM? | | |  | | LIKELIHOOD | | | | | | |  | | Risk Significance | | | | | | | | | Date for Review | 25/11/15 |
|  | Ug | Undergraduate |  | F | Fatality | |  | | Y | | Yes/ Very High | | | | |  | |  | Y | | Pr | Po | R |  |  |  |  |  |
|  | Pg | Postgraduate |  | Mj | Major Injury | |  | | Pr | | Probable | | | | |  | | F | ✓ | | ✓ | ✓ | ✓ |  | ✓ | = Significant risk |  |  |
|  | S | Staff |  | Mn | Minor Injury | |  | | Po | | Possible | | | | |  | | Mj | ✓ | | ✓ | ✓ | ✓ |  |  |  |  |  |
|  | C | Contractor |  |  |  | |  | | R | | Remote | | | | |  | | Mn | ✓ | | ✓ | X | X |  | X | = Insignificant risk |  |  |
|  | V | Visitor |  |  |  | |  | |  | |  | | | | |  | |  |  | |  |  |  |  |  |  |  |  |
|  | Pa | Patient |  |  | Major Injury: | | Loss of or broken limb | | | | | | | | | | | | | | | | | | | |  |  |
|  | Pu | General Public |  |  |  | | Loss of or damaged eye | | | | | | | | | | | | | | | | | | | |  |  |
|  | Yp | Young Person |  |  |  | | Loss of consciousness | | | | | | | | | | | | | | | | | | | |  |  |
|  | Nm | New/Expectant Mother |  |  |  | | Acute illness needing medical treatment | | | | | | | | | | | | | | | | | | | | g:\aww7text\guidance\17ra.doc |  |
|  |  |  |  |  |  | | Permanent ill health or disability | | | | | | | | | | | | | | | | | | | | 19.12.00 |  |

Signed: J.Ridding Job Title: Learning and Access Officer Date: 06/12/13