

Onsite Learning & Engagement Risk Assessment

The Barber Institute of Fine Arts - Learning & Engagement

All onsite Learning & Engagement activity including visiting groups (guided or self guided) and workshops.

This Risk Assessment operates in conjunction with our supporting safeguarding policies and documents:

- Safeguarding Policy
- Digital Safeguarding Policy
- Digital Risk Assessment
- Lost Child Action Plan (available internally only)

Risk Assessor complied by: Flora Kay – Head of Learning & Engagement

Signature:



Date of Assessment: 11.08.2021

Date of Assessment Review: May 2022 by Flora Kay

Date of Assessment Review: December 2023 by Flora Kay

Next Review Date: December 2024

No	Hazards Identified	Persons likely to be affected	Control measures	Grading of Risk with control measures in place (Severity x Likelihood)	Further action? YES / NO
1	Front entrance and public foyer areas – Slips, trips and falls. Bag and coat storage.	All visitors and staff	<p>Hand rail is accessible when entering the building up the front steps. All visitors advised to wipe feet on the mat provided and walk sensibly.</p> <p>There are no supervised secure cloakroom facilities. Coats and bags cannot be left on the first floor gallery level. Please do not bring large bags or large umbrellas, and be prepared to carry your coat with you on your visit. We can provide umbrella bags for your convenience.</p> <p>Coats may be left on the hooks available in the foyer at visitors' own risk. Please carry backpacks on the front or held at your side. If you wish to leave a baggy, please speak to a Visitor Assistant who will be happy to assist you. Please travel light for your visit.</p> <p>Adult supervision at all times for groups/schools. Wet floor signs on display when required. Spillages and trip hazards addressed and cleared up as soon as possible</p>	(1 x 3) 3	no

2	Assisted access and level access		<p>The main entrance to the Barber is accessed by a flight of 13 shallow steps with a central hand rail. The galleries are on the first floor accessed by a flight of 31 shallow steps with hand rails either side. Level access to the building is available</p> <p>A lift between floors for gallery access is available for visitors with wheelchairs, buggies or mobility needs, please ask a member of the Visitor Services Team.</p> <p>Please help our team to help you by letting them know if you require level access and lift access when you book your self-guided visit through our request form, before your visit.</p>	(1 x 3) 3	no
3	Doors – Heavy interior swing doors, trapping fingers,	All visitors and staff	Door held open by adult (s) for young people/children to walk through. Young people/children advised to walk in single file down and up steps in a sensible manner holding onto handrail.	(2 x 2) 4	no
4	Stairs and stairways – Slips, trips and falls	All visitors and staff	<p>Use of handrails</p> <p>Young people/children encouraged to walk in single file on wide edge of steps. No running or climbing</p> <p>Visiting group adult supervision at all times</p> <p>Spillages and trip hazards addressed and cleared up as soon as possible</p>	(2 x 2) 4	no
5	Lift – Moving parts, automatic doors	All visitors and staff	<p>Lift only accessible supervised by a member of the Visitor Services Team.</p> <p>Supervision when moving between floors.</p>	(1 x 3) 3	no

6	<p>Toilets – Signposted Male (2 cubicles) and Female (3 cubicles) on the ground floor</p> <p>Disabled toilet and baby change is located on the first floor and only accessible by lift, operated by Barber’s Visitor Services staff</p>	All visitors and staff	<p>Visiting groups/schools to provide adequate supervision for children/vulnerable adults – Barber staff will not accompany any visitor into the toilets, they will wait outside in Barber’s public spaces and inform the visitor that they will be waiting there should they require assistance.</p> <p>For anyone wishing to use the disabled toilet or baby change must be accompanied by Barber staff and supervising adult/school staff when using lift and made aware of potential hazards – Barber staff are to wait in the lift lobby if anyone requires assistance.</p>	(1 x 3) 3	no
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7	<p>Assistance dog onsite –</p> <p>Dog getting over excited when interacting with people or new spaces - knock people or objects over</p> <p>Dog accidentally gets loose from the lead</p> <p>Dog biting a visitor or staff member</p> <p>A dog that is not toilet trained has an accident- someone could slip and hurt themselves – also poses a hygiene risk</p> <p>General welfare of the dog - dog could become tired or distressed</p> <p>Dog hair causing allergies- could cause an allergic reaction in people, ie, rashes/sneezing etc</p>	All visitors and staff	<p>Handler is responsible for dog and dog’s behaviour at all times and in all spaces – assistance dogs are generally trained to behave when ‘on duty’ in their role and used to being in different environments</p> <p>VST staff have radio contact – make VST member aware that dog is loose – they can launch search in conjunction with handler and communicate through radio contact</p> <p>First aider to be called to assess and treat injury – dog and owner to be asked to leave the premises</p> <p>VST will work with the handler to ensure any mess made is cleaned up promptly</p> <p>Dog should be toilet trained as it is an assistance dog</p> <p>Handler knows their dog best and will be able to assess if dog is showing signs of tiredness or distress – VST can provide access to water if handler has dog bowl available to them</p> <p>All staff and visitors to be made aware that there is a dog on site – VST to verbally make visitors aware on arrival; all staff email to alert staff</p>	(1 x 3) 3	
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8	<p>All Galleries – Slips, trips and collisions. Large benches and plinths in gallery spaces Climbing on artworks/furniture Damage to artworks</p>	<p>All visitors and staff</p>	<p>Visiting groups/school that are having a self-guided visit will receive gallery guidelines before each session in the form of a friendly welcome address.</p> <p>No food or drink permitted in the galleries.</p> <p>No running in the galleries and for groups to act in an appropriate manner for a public space.</p> <p>Members of the Visitor Services team on duty to monitor all situations and to report to other staff if necessary.</p> <p>Use of sketchbooks/pencils only in the galleries.</p> <p>Visiting groups/schools to provide adequate adult supervision.</p> <p>Spillages addressed and cleared up as soon as possible. Trip hazards identified and addressed appropriately and as soon as possible.</p>	<p>(1 x 3) 3</p>	<p>no</p>
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9	Gallery capacity and visiting group size	All visitors and staff	<p>Group size when working with Learning Engagement activity is limited to 30 people, excluding supporting teacher staff and must be booked in advance if receiving a guided visit or workshop.</p> <p>Barber staff in the Learning & Engagement team will liaise with the group leader to reserve/book spaces through our booking procedures for any in gallery session or workshop and communicate this to all staff via our Barber calendar.</p> <p>Group leaders to maintain group sizes preventing too many people being in one area of the gallery at one time.</p> <p>Barber staff/Learning & Engagement team to ensure staggered timed entry to the gallery when liaising and booking in groups as to not overfill the gallery spaces.</p>	(1 x 3) 3	no
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10	<p>Use of Materials</p> <p>Risk of physical injury through misuse of workshop equipment and materials</p>	<p>All visitors and staff</p>	<p>During events and workshops using art materials, L&E staff are be present at all times.</p> <p>Water spillages: Water-pots half-filled. Spillages addressed and cleared up as soon as possible.</p> <p>Sharp materials such as pencils, scissors: Workshop attendees instructed clearly on the proper use of tools by L&E workshop leader. L&E workshop leader to plan the use of tools to make them age appropriate and to make adaptations as appropriate. Any pencils used not over sharpened. With children, young people or adults at risk, round tipped scissors will be used.</p> <p>Sharps (such as knives or lino cutter tools): Craft knives only used with over 12s and adults. Participants clearly instructed on proper use of knives. Knives counted out and counted back in. Any sharps stored within the Materials store and not left accessible beyond the activity times.</p> <p>Specialised Equipment (print press etc): L&E workshop leader to operate specialise equipment at all times around children and young people. Any assistance of use of the equipment requires verbal and visible demonstration, with support from the L&E workshop leader at all times.</p> <p>Allergic reactions: Workshop attendees/children and young people to inform teachers/ workshop leaders they have an allergy to specific art materials well in advance of workshop. Latex gloves made available.</p>	<p>(2 x 2) 4</p>	
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11	Basement Workshop Areas (Art Room and Project Space) and Materials Store	All visitors and staff	<p>Materials Store: The L&E Materials store is to be used by L&E staff only and is not accessible to any member of the public. This space is used for the storage and preparation of L&E workshop equipment only.</p> <p>Areas are to be kept clean and tidy, with the L&E workshop leader to be responsible for the set up and set down of their events and workshops.</p> <p>Recycling and rubbish is to be sorted promptly.</p> <p>L&E staff will not store materials or equipment hazardously, These will be kept away from lights/sources of heat. Electrical equipment is to be unplugged and stored safely when not in use.</p> <p>Art Room/Project Space: The Art Room and Project Space are to be used for L&E events and workshops. These are only used with members of the public are supervised by the L&E workshop leader. Children and young people are supervised at all times and escorted to and from the Basement workshop areas.</p> <p>When not used, these rooms are locked at all times. Windows will be open when in use to increase air circulation.</p> <p>Furniture and equipment is to be stored within these spaces. No furniture or equipment is to be stored in the Basement corridor areas.</p> <p>Room Capacities: L&E workshop leaders are to keep in mind room capacities to avoid overcrowding. Group size in general will not exceed 30. Art Room: maximum 18.</p>	(2 x 2) 4	
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12	Catering	All visitors and staff	<p>Visitors and attendees to the Barber are not to prepare any catering onsite or use the back of house kitchen areas.</p> <p>Hot drinks are to either be prepared by VST, L&E or from the foyer catering services. The use of lids are used for takeaway cups. Hot water urns are to be used to store hot water, out of reach of children and young people.</p> <p>Drinking water is available from workshop attendees on request. There is an accessible water station in the foyer.</p> <p>Edibles are clearly labelled. Visitors and attendees to eh Barber are to make know any allergies when catering is available.</p> <p>Larger catering is supplied through the Universities <i>Food Fellows</i>. No external/personal catering is to be used onsite for large events and workshops.</p>		
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13	Outside Space	All visitors and staff	<p>The Barber's outside space is to be accessed via the entrance doors from the foyer only. When not in use, these are locked at all times.</p> <p>Barber staff are to accompanying visitors and attendees when using the outdoor space at all times. Verbal warning are made for areas of risk of slips, trips and falls: steps down from the doors and steps on to the grassy area.</p> <p>The grass/grounds are maintained by the University of Birmingham's estates team. Grass is to be kept short to reduce risk of trips and falls from uneven ground.</p> <p>Verbal warning is given from Barber staff to not use the grassy bank to access the Barber's outdoor space. Fencing used for larger scale events.</p> <p>Risk of ingestion of foliage/natural substances. Children and young people have parental/carer supervision at all times.</p>		
14	First Aid – Injury or incident requiring the first aid.	All visitors and staff	<p>First aid kits provided in all L&E spaces and throughout the building</p> <p>First Aid trained personnel on site at all times</p> <p>Nearest AED is located behind reception – please ask a member of the Visitor Services Team for assistance</p>	(1 x 4) 4	no

15	<p>Safeguarding –</p> <p>Child protection. Isolated children or vulnerable adults could be vulnerable to the attentions of members of the public.</p>	<p>All visitors and staff</p>	<p>Safeguarding Policies in place and available on the Barber’s website</p> <p>Lost Child Action Plan is activated and all Barber VST and L&E staff are trained in this procedure</p> <p>If facilitating a workshops or guided tour our Barber staff are fully DBS checked</p> <p>Barber Schools: Responsible adult supervision provided by the visiting group/school is an essential criteria and control measure which enables the Barber to operate visits for schools working with children and young people. This includes visiting groups/schools adult supervisor to accompany children/vulnerable adults at all times when in the building including gallery and toilet areas. If external, teachers/group leaders should make themselves known to Barber Learning & Engagement in advance by booking through our website and by reporting to reception on arrival. If your group is unable to undertake this responsibility, your visit may not be able to proceed. Please discuss your needs with the Barber Learning and Engagement team in advance. Whilst the Barber takes every care to provide an enjoyable and safe environment, group leaders/teachers are responsible for the conduct of their group/school at all times during the visit.</p> <p>Anyone behaving suspiciously will be monitored and asked to leave if appropriate</p>	<p>(1 x 8) 8</p>	
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16	Fire and Building evacuation – Assembly point crosses ring road north	All visitors and staff	<p>Maintained fire detection system throughout the building</p> <p>Fire marshals/wardens onsite at all times. If Barber staff are accompanying a group they will direct you to our assembly point.</p> <p>Do not use the lift in the event of a fire.</p> <p>Evacuation chair procedure in place.</p> <p>Fire evacuation procedure activated to ensure all occupants safely exit the building.</p> <p>Clear assembly point signage opposite the main entrance, by the steps of the grassy area.</p> <p>Assembly point route unobstructed by double yellow lines & appropriate supervising adult for the visiting party should facilitate road crossing as required</p>	(2 x 5) 10	no
17	Counter Terrorism	All visitors and staff	<p>On site Counter Terrorism procedure is activated.</p> <p>University security services in action.</p>	(1 x 5) 5	no

18	Covid-19 Transmission	All visitors and staff	<p>Updated information can be found in our FAQ's page here.</p> <p>Do not enter the building if displaying COVID-19 symptoms: A high temperature, a new continuous cough, a loss or change in sense of smell or taste</p> <p>High standards of hand hygiene: There will be points to sanitise or wash hands on arrival and frequently when inside the building</p> <p>The Barber is an indoor space shared by people from different households and places. Visitors can choose to wear face coverings in the building for their own safety and out of consideration for other visitors and staff if they are concerned about Covid-19 transmission.</p>	(2 x 5) 10	
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Staff Acknowledgment

Risk Assessment Title	Version	
I have read the named Risk Assessment and confirm that I understand the requirements		
Date	Name and position	Signature
	Peter Jagielnicki VSS	Pjagielnicki
24/08/2022	Andel Carty VS	Acarty

	Consequence / Severity score (severity levels) and examples of descriptors				
	1	2	3	4	5
Domains	Negligible	Minor	Moderate	Major	Catastrophic
Impact on the safety of staff, students or public (physical / psychological harm)	Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work	Minor injury or illness, first aid treatment needed or requiring minor intervention. Requiring time off work for <3 days	Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident	Major injury leading to long-term incapacity/ disability (loss of limb) Requiring time off work for >14 days	Incident leading to death Multiple permanent injuries or irreversible health effects

Likelihood score	1	2	3	4	5
Frequency	Rare	Unlikely	Possible	Likely	Almost certain
Broad descriptor	This will probably never happen/occur	Do not expect it to happen/occur but it is possible it may do so	Might happen or occur occasionally	Will probably happen/occur but it is not a persisting issue	Will undoubtedly happen/occur, possibly frequently
Time-framed descriptor	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability Will it happen or not?	<0.1 per cent	0.1–1 per cent	1.1–10 per cent	11–50 per cent	>50 per cent

The overall **level of risk** is then calculated by multiplying the two scores together.

Risk Level = Consequence / Severity x Likelihood (C x L)

	Likelihood				
Likelihood score	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5