Visiting Groups and Schools Risk Assessment – Self-guided Visits

THE BARBER INSTITUTE OF FINE ARTS

The Barber Institute of Fine Arts - Learning & Engagement

Visiting groups and schools to the Barber Institute Fine Arts

PLEASE NOTE

Responsible adult supervision provided by the visiting group/school is an essential criteria and control measure which enables the Barber to operate self-guided visits. 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.

This Risk Assessment operates in conjunction with the latest version of the Barber Institute of Fine Arts Covid-19 Risk Assessment.

Risk Assessor complied by: Flora Kay – Learning & Engagement Manager **Signature:**

Assessment and all actions checked by: Jen Ridding – Head of Public Engagement **Signature:** J.Ridding

Date of Assessment: 11.08.2021 **Date of Assessment Review:** January 2022

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. Bad and coat storage.	All visitors and staff	Hand rail is accessible when entering the building up the front steps. All visitors advised to wipe feet on the map provided and walk sensibly. 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. 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 buggy, please speak to a Visitor Assistant who will be happy to assist you. Please travel light for your visit. 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	(1 x 3) 3	no

2	Assisted access and level access		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 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. 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.	(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	Use of handrails Young people/children encouraged to walk in single file on wide edge of steps. No running or climbing Visiting group adult supervision at all times Spillages and trip hazards addressed and cleared up as soon as possible	(2 x 2) 4	no
5	Lift – Moving parts, automatic doors	All visitors and staff	Lift only accessible supervised by a member of the Visitor Services Team. Supervision when moving between floors.	(1 x 3) 3	no

6	Toilets – Signposted Male (2 cubicles) and Female (3 cubicles) on the ground floor Disabled toilet and baby change is located on the first floor and only accessible by lift, operated by Barber's Visitor Services staff	All visitors and staff	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. 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.	(1 x 3) 3	no
8	All Galleries – Slips, trips and collisions. Large benches and plinths in gallery spaces Climbing on artworks/furniture Damage to artworks	All visitors and staff	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. No food or drink permitted in the galleries. No running in the galleries and for groups to act in an appropriate manner for a public space. Members of the Visitor Services team on duty to monitor all situations and to report to other staff if necessary. Use of sketchbooks/pencils only in the galleries. Visiting groups/schools to provide adequate adult supervision. Spillages addressed and cleared up as soon as possible. Trip hazards identified and addressed appropriately and as soon as possible.	(1 x 3) 3	no

9	Gallery capacity and visiting group size	All visitors and staff	Group size limited to 15 people, excluding supporting teacher staff and must be booked in advance. Barber staff in the Learning & Engagement team will liaise with the group leader to reserve/book spaces through our self-guided visit request booking form and via email to confirm group details and numbers. Group leaders to maintain group sizes preventing too many people being in one area of the gallery at one time. Visitors advised to follow one-way system when navigating galleries to avoid congestion Barber staff in the Learning & Engagement team to ensure staggered timed entry to the gallery when liaising and booking in groups as to not overfill the gallery spaces.	(1 x 3) 3	no
10	First Aid – Injury or incident requiring the first aid.	All visitors and staff	First aid kits provided in all L&E spaces and throughout the building First Aid trained personnel on site at all times Nearest AED is located behind reception – please ask a member of the Visitor Services Team for assistance	(1 x 4) 4	no

11	Safeguarding – Child protection. Isolated children or vulnerable adults could be vulnerable to the attentions of members of the public.	All visitors and staff	Safeguarding Policies in place and available on the Barber's website Lead and support staff DBS checked Visiting groups/schools to provide adequate adult supervision Visiting groups/schools adult supervisor to accompany children/vulnerable adults at all times when in the building including gallery and toilet areas Anyone behaving suspiciously will be monitored and asked to leave if appropriate	(1 x 8) 8	

12	Fire and Building evacuation – Assembly point crosses ring road north	All visitors and staff	Maintained fire detection system throughout the building Fire marshals/wardens onsite at all times Do not use the lift in the event of a fire. Evacuation chair procedure in place. Fire evacuation procedure activated to ensure all occupants safely exit the building. Clear assembly point signage opposite the main entrance Assembly point route unobstructed by double yellow lines & appropriate supervising adult for the visiting party should facilitate road crossing as required	(2 x 5) 10	no
13	Counter Terrorism	All visitors and staff	On site Counter Terrorism procedure is activated. University security services in action.	(1 x 5) 5	no

14	Covid-19 Transmission	All visitors and staff	Updated information around our galleries and current measures can be found in our FAQ's page here. The Galleries are currently still operating with a ticketed system, which allows us to follow our principal control measure around Covid-19. These are as follows: 1. 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 2. Social Distancing and gallery capacities: We are still operating at reduced capacity and suggesting a recommended route, so visitors should be able to maintain their preferred distance from others and feel safe and comfortable. Smaller and more confined spaces in the galleries – the Print Displays and the Coin Gallery – have advisory capacity limits indicated and we would appreciate visitors' co-operation with this. 3. High standards of hand hygiene: There will be points to sanitise or wash hands on arrival and frequently when inside the building 4. Wearing face coverings in galleries is advised (unless medically exempt): The Barber is an indoor space shared by people from different households and places. We therefore strongly encourage visitors to wear face coverings in the building for their own safety and out of consideration for other visitors and staff. This is in line with current museum sector best practice and guidance provided by the University of Birmingham. If you forget and arrive without a face covering we have a limited supply of single-use face masks we can provide.	(2 x 5) 10	

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**

	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