

IKON

Risk Assessment | Action Plan | Staff & Contractor acknowledgement

Title: Ikon Group Visit Risk Assessment

Version:



Ref. No. (if required):

Brief Description of Project:
Group visits risk assessment

Locations affected:
Galleries, Events Room and Public areas

Hazard Key: $P \times S = RF$

Probability:	1 Unlikely	2	3	4	5 Likely	6	7	8	9 Certain
Severity:	1 No injury	2	3 Minor Injury	4	5	6	7 Major Injury	8	9 Fatal
Risk Factor:	1-9 LOW RISK Reduce if practicable			10-28 MEDIUM RISK Plan your action			30+ HIGH RISK Immediate action required		

No.	 Significant hazard / Exhibition note	Persons likely to be affected	 Control Measures	Risk Factor $P \times S = RF$ (see Hazard Key)			Further Action? 'Y' or 'N' (See Action Plan)
				P	S	RF	
1	All stairs and stairways	Slips, trips and falls Items falling from stairwells People feeling uneasy when using the glass staircase All visitors and staff	Use of handrails No running, climbing Adult supervision	2	2	4	
2	Lift	Moving parts Automatic door All visitors and staff	Visiting groups to provide adequate adult supervision. Maximum capacity stated in lift Lift fitted with standard safety features e.g. door obstruction detectors. Do not use life in the event of a fire Group leader responsible for head counts Contact nearest member of Gallery staff with any concerns	1	2	2	

3	Inappropriate behavior Children could wander off	Visiting pupils/students	Visit guidelines published for groups to read before visit Visiting groups to provide adult supervision	1	3	3	
4	Toilets	All visitors and staff Slips, trips and falls on wet floors Unable to lock/unlock doors Inappropriate behavior Contact with discarded sharps/other waste	Visiting groups to provide adult supervision No food or drink allowed in the galleries Information Assistants on duty in the galleries to monitor any situations	1	3	3	
5	Resource Room	Slips, trips and falls. Contact with headphone wires – risk of choking Possible use of art and craft materials including scissors and pins Jumping from benches and table All visitors and staff	Visiting groups to provide adult supervision Information Assistants on duty in the galleries to regularly monitor room Nontoxic art materials used and round tipped scissors, if any. Use of sketchbooks/pencils only in the galleries.	1	3	3	
6	Galleries	Slips, trips. Falls and collisions Damage to artworks Climbing of artworks/furniture Possible use of monitors and film that may cause discomfort All visitors and staff	Visiting groups to provide adult supervision No food or drink in the galleries No running in the galleries and for groups to act in an appropriate manner for a public space Information Assistants on duty to monitor all situations and report to other Ikon staff if necessary. Signs always out reminding visitors of any possible flashing images in the galleries – Information Assistant providing support and guidance	1	3	3	
7	Events Room	Slips, trips and falls Use of art and craft materials including scissors, glue etc. Risk of chocking Trapped fingers in doors All visitors and staff	Round tipped scissors and non-toxic glue/paint used Facilitator to give verbal warning at start of session Pupil/students not to go into cupboards – locked at all times not in use	1	3	3	

8	Doors	Could be bumped by automatic door at entrance Trapped fingers in doors Heavy fire door could be knocked and released All visitors and staff	Visibility signage on glass doors Visiting groups to provide adult supervision at all times Automatic obstruction sensors are well maintained and building safety checks are regularly done	1	2	2	
9	First Aid	All visitors and staff	First aid kits provided in learning space Learning Team members/Information Assistants are always present during sessions and are first aid trained Duty Manager and Brindleyplace security personnel are first aid trained				
10	Child Protection	Isolated children could be vulnerable to the attentions of members of the public Visiting pupils/students	All Learning Staff working with children are DBS checked Visiting groups to provide adequate adult supervision Information Assistants patrol gallery spaces and are all aware of any missing children procedures Anyone behaving suspiciously will be monitored and asked to leave if appropriate	1	1	1	
11	Counter Terrorism	All visitors and staff	On site Counter Terrorism procedure is activated	1	9	9	

Add table rows as required

Action Plan

No.	Further action necessary to control the risk	Person Responsible	Completion Date

Identified Additional Hazards

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Add table rows as required

Assessment compiled by: Flora Kay / James Latunji-Cockbill

Date of assessment: February 2018

Signature: _____

Date to review further actions: _____

Position: Learning Assistant

Assessment review date: February 2019

