

Health and Safety Risk Assessment and Policy Procedures for Educational and group visits to Impressions Gallery

This document is for guidance only – Teachers and group leaders should carry out their own assessment.

School, College and Group visits

- We recommend that groups over 10 in number, book their visit in advance.
- The teacher/group leader is responsible for their group's behaviour at all times.
- All teachers/group leaders should carry a list of the children in their group at all times.
- If any members of your group have additional needs, please advise Impressions Gallery beforehand and advise how these can be best accommodated.
- Our Learning Coordinator is trained in First Aid and emergency procedures.
- The recommended ratio of adult to children is as follows:
Age 6 – 11 1:5
Age 11 – 16 1:10
Age 16 – 18 1:20
- Impressions Gallery is fully covered by Public Liability insurance – please contact us should you require our current policy details.

Hazard identified Risk	Risk identified Measures	Measures taken	Further measures needed
Stairs	Trips and Falls	Care to be taken on the stairs, warning signs displayed when stairs are being cleaned or are slippery i.e. during wet weather.	None
Lift	Becoming trapped in the lift	No one is to use the lift unless accompanied by a responsible adult.	If the lift is used without permission then warnings will be given. If behaviour continues then whole group will be required to leave.
Glass doors and walls	Injury due to walking into glass panels	There is frosted vinyl on the windows, indicating glass. Careful watch to be kept on any group when near the windows and walls to warn of injury.	None
Unfamiliar surroundings	Panic attack, disruptive behaviour	Brief tour to be given of Impressions Gallery's building indicating safe spaces and fire exits.	'Welcome to the gallery' power point available on request to be shown to students before visit.
Use of electrical equipment	Burns and electric shocks	All electrical equipment to be PAT tested. Any unsafe behaviour, resulting in damage to equipment to be given warnings.	None
Unacceptable behaviour	Injury to other members of the group and public	Measures taken to create a safe inviting space in Impressions Gallery to diffuse any potential disruptive behaviour.	If issues arise warnings will be given. If behaviour continues whole group will be asked to leave.
Toilets	Locking self into cubicle or disabled toilet	All front of house staff hold access to toilet keys and are able to release anyone trapped in cubicles or disabled toilet.	None