

# RISK ASSESSMENT FORM

CO NSE QUE NCE	RISK RATING MATRIX	LIKELIHOOD			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible(D)
	Fatal injuries (4)/ Permanent Environmental Effect	High (4A)	High (4B)	Medium (4C)	Low (4D)
	Major Injuries (3)/ Major Environmental Effect	High (3A)	High (3B)	Medium (3C)	Low (3D)
	Minor Injuries (2)/ Minor Environmental Effect	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
	Negligible Injuries (1)/ Negligible Environmental Effect	Low (1A)	Low (1B)	Low (1C)	Low (1D)

## ACTIVITY / LOCATION:

**Art, Heart, Write artist-led session  
The Tetley**

HAZARD	EFFECT	RISK RATING	CONTROL	RESPONSIBILITY	RESIDUAL RISK RATING
People lost or disorientated at The Tetley	Distress, injury, aggression	3B	<p>Tetley staff informed of workshop and instructions to pass to participants and group leaders</p> <p>Receptionist always a point of contact</p> <p>Close liaison between group leaders, Tetley staff and workshop leader during the visit</p> <p>Visiting groups asked to provide details about the nature of groups before their visit</p> <p>Vigilant approach with participants</p> <p>General information on building given to group and group leaders at booking stage and on arrival</p>	Workshop leader, Tetley staff, group leaders	3D
Revolving door	Trapped fingers	2B	<p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>Receptionist to monitor door use</p>	Workshop leader, Tetley staff, group leaders	1C
Furniture & artworks in	Trips, falls, strains, slips, bumps	2B	Attention drawn to participants about hazards and	Workshop	2C

public spaces	<p>Visitors having a negative experience</p> <p>Loss of or damage to art works</p>		<p>how to prevent accidents</p> <p>Galleries monitored by Tetley staff and/or volunteers</p> <p>Furniture situated in order to avoid accidents</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>Appropriate staff to participant ratio</p>	<p>leader, Tetley staff, group leaders</p>	
Use of electrical equipment, i.e.projector, cameras, film equipment	<p>Incidence of fire or electric shock due to faulty electrical equipment or inappropriate use</p> <p>Trips, falls, slips, bumps</p>	3B	<p>PAT test equipment on a regular basis</p> <p>Leads secured down If on floor</p> <p>Workshop leader to take responsibility for managing equipment</p> <p>Participants briefed on how to use and care for equipment before usage</p> <p>Tetley staff to manage evacuation procedure if required</p> <p>Keep food, drink and other fluids away from electrical items</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>Appropriate staff to participant ratio</p>	<p>Workshop leader, Tetley staff, group leaders</p>	2D
Cutting implements, sharp materials	Cuts, injury through piercing	2B	<p>Demonstration of good practice in using equipment to prevent injury</p> <p>Attention drawn to participants about hazards and</p>	<p>Workshop leader, group leaders</p>	2C

			<p>how to prevent accidents</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>Cutting implements counted at start and end of session</p> <p>Appropriate staff to participant ratio</p>		
Allergic reaction to substances used in practical making sessions, i.e. glue, paint	Allergic reactions, i.e. breathing problems, skin reactions, sickness	3B	<p>Workshop leader to inform participants of possible allergic material and monitor use throughout session</p> <p>Participants/guardians to be asked to inform Workshop leader of any participants with allergic reactions</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p>	Workshop leader, group leaders, participants	3C
Pens, pencils, brushes etc	Slips, choking, cuts, injury through piercing	3B	<p>Appropriate staff to participant ratio</p> <p>Availability of first aid box in case of incident</p> <p>First aider always on site</p> <p>Ensure materials are tidied away when not in use</p> <p>Attention drawn to participants about hazards and how to prevent accidents</p>	Workshop leader, group leaders	2C
Falling out of Learning Studio window/injury on	Major trauma/death from fall, crush injury from window	4B	<p>Ensure window is only opened on 'safe' settings</p>	Workshop leader, Tetley	3D

closing window	closing		Participants prevented from using windows Appropriate staff to participant ratio	staff, group leaders	
Loss or damage of belongings	Distress/disruption	2B	Workshop leaders/volunteers to tell visitors to take care of belongings/direct to use of lockers Signage in building saying visitors to take care of belongings Workshop leaders/volunteers to make sure bags/coats aren't in way of other visitors Direct visitors affected to Reception and Duty Manager to report loss/theft	Workshop leader, Tetley staff, group leaders, participants	2C
Bags and belongings left in space	Trips, falls, damage to belongings, theft	2B	Workshop leaders/volunteers to tell visitors to take care of belongings/direct to use of lockers Workshop leaders to make sure bags/coats aren't in way of other visitors Availability of first aid box in case of incident First aider always on site	Workshop leader, Tetley staff, group leaders, participants	2C
Inappropriate participant behaviour	Trips, bumps, cuts or other injuries from art equipment, damage to art works or the gallery environment	2B	Instruction to participants regarding safe conduct and use of materials in The Tetley Vigilant approach with participants Close liaison between group leaders, Tetley staff and workshop leader during the visit Visiting groups asked to provide details about the	Workshop leader, Tetley staff, group leaders, participants	2C

			nature of groups before their visit		
Children abducted from The Tetley site	Death, physical or emotional abuse, major trauma, distress	4C	<p>Appropriate staff to participant ratio</p> <p>Child Protection Policy in place and followed</p> <p>Children accompanied at all times</p> <p>Children to always be supervised by at least one individual with an enhanced disclosure DBS check</p> <p>Vigilant approach with participants</p> <p>Close liaison between group leaders, Tetley staff and workshop leader during the visit</p> <p>Visiting groups asked to provide details about the needs of their groups before the visit</p>	Workshop leader, Tetley staff, group leaders	4D

Assessment by (Print Name) Kenn Taylor

Signature

A handwritten signature in black ink, appearing to read 'Kenn Taylor', written over a light grey signature line.

Date 17/11/14

Review date (if applicable) ..... generally 12 months or following any significant change or an incident)

Note: Any assessments carried out for expectant mothers, young persons, children, etc must be in conjunction with Health and Safety Manager