

# RISK ASSESSMENT FORM

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

|   |   |    |   |  |    |
|---|---|----|---|--|----|
|   |   |    | <p>Attention drawn to participants about hazards and 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>                                  | leaders                                      |    |
| 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 |

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|--|---|----|--|--|----|
| Falling out of Learning Studio window/injury on closing window | Major trauma/death from fall, crush injury from window closing  | 4B | Ensure window is only opened on 'safe' settings<br>Participants prevented from using windows<br>Appropriate staff to participant ratio   | Workshop leader, Tetley staff, group leaders               | 3D |
| Loss or damage of belongings                                   | Distress/disruption   | 2B | Workshop leaders/volunteers to tell visitors to take care of belongings/direct to use of lockers<br>Signage in building saying visitors to take care of belongings<br>Workshop leaders/volunteers to make sure bags/coats aren't in way of other visitors<br>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<br>Workshop leaders to make sure bags/coats aren't in way of other visitors<br>Availability of first aid box in case of incident<br>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<br>Vigilant approach with participants   | Workshop leader, Tetley staff, group leaders,              | 2C |

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|--|--|----|--|--|----|
|  |  |    | <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>  | participants                                 |    |
| 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 |
| Use of ink and water   | Slips, trips and falls                                     | 2B | <p>Instruct students on correct use of materials</p> <p>Ensure spills are cleared up immediately</p> <p>Appropriate staff to participant ratio</p>   | Workshop leader, group leaders, participants | 2C |
| Unsafe use of art materials (charcoal, ink, paint brushes, drawing boards) | Bumps, cuts, scratches                                     | 1B | <p>Instruction regarding the gallery space</p> <p>Demonstration of good practice and safe conduct and use of materials to participants</p> <p>Appropriate staff to participant ratio</p> <p>Vigilant approach with participants</p>  | Workshop leader, group leaders, participants | 1C |

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Assessment by (Print Name) Kenn Taylor

Signature



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