

**Hazard Identification**  
**For school groups visiting BALTIC**  
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**Activity: class visit to BALTIC**

<b>Area of activity/activity</b>	<b>Risk and to whom</b>	<b>Existing Control Measures</b>	<b>Additional Measures to be taken by school</b>	<b>Risk Rating (Low/Medium/High)</b>
<b>Gallery entrance</b>				
Riverside location	Children may stray and could fall in the river	Fencing and safety equipment in place along riverside.	School responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcounts.	Low
Busy pedestrian square	Children may wander off	Large entrance area with room to gather a group.	School responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcounts.	High
Automatic doors	Children may be caught or hurt by the doors or	Monitoring by BALTIC crew. Automatic safety controls.	School responsible for supervision and control of groups, for appropriate pupil	Low

	bump into other people		to staff ratios and for headcounts.	
<b>All stairs</b>	Children or adults may slip, trip or fall.	Trained first aid staff. No running.	School responsible for supervision of and orderly conduct of groups.	Low
<b>All doors and doorways</b>	Children or adults could trap fingers/hands.	Doors close softly. Automatic safety controls. Trained first aid staff.	School responsible for supervision of and orderly conduct of groups.	Low
<b>Toilets</b>	Could become dirty or unhygienic.	Cleaned and regularly inspected by staff.	Report unsatisfactory conditions to staff.	Low
	Children or adults could slip or fall.	Set procedures for spillages/wet floors. Trained first aid staff.	School responsible for supervision of children. Report unsatisfactory conditions to staff.	Low
	Children or adults may need assistance.	Toilet alarms in access toilets. Spaces above and below toilet partitions allowing access from adjacent cubicle.	School responsible for supervision of group.	Low

	Water may become very hot (due to control measures preventing legionnaires disease)	Signage in place where this is a risk. Trained first aid staff. Water temperatures monitored.	Alert group to water temperatures. Inform a member of staff if temperature is dangerous.	Low
<b>Lifts</b>	Children/adults becoming trapped in doors.	Safety devices on doors.	Close supervision by school staff.	Low
	Children/adults becoming separated from rest of group by taking lift to another floor.	Door open/close button in lifts.	Close supervision by school staff. School staff responsible for headcounts.	Medium
	Overloading the lift.	Maximum occupancy is stated inside lifts.	Check lift carrying capacity. Close supervision by school staff.	Low
<b>Dining areas</b>	Children/adults could slip or fall	Set procedures for spillages and accidents.	Close supervision by school staff.	Low
	Food poisoning	Food hygiene procedures	Close supervision by school	Low

	Allergic reactions	<p>followed.</p> <p>All waiting staff are trained regarding allergies. Trained first aid staff.</p>	<p>staff.</p> <p>School staff responsible for collecting and appropriately disseminating information about children with allergies. Close supervision by school staff.</p>	Medium
<b>Areas of building with long drops below (particularly level 5)</b>	Children/adults could fall from a height	Glass handrails in place.	Close supervision by school staff.	Low
<b>Galleries</b>	Children could wander off and become lost	CCTV in place. Baltic crew carry radios and can communicate between all areas of the building.	Close supervision by school staff. School staff responsible for headcounts.	High
	Children could touch or collide with works and injure themselves	Crew present to protect galleries and warn of possible hazards (but not for supervision of children).	School staff responsible for pre-visit preparation of children. School staff responsible for orderly behaviour of groups.	Low
<b>Practical activities</b>	Use of art materials and	Careful consideration given to choices of basic	School staff responsible for sensible behaviour of group.	

	tools	materials and equipment. Separate hazard identification completed where more specialised materials and tools are used.		
	Possible cuts	Round bladed scissors provided. Use of craft knives etc. carefully monitored. Trained first aid staff. First aid kits in place.	School staff responsible for sensible behaviour of group.	Low
	Possible slips and falls	All spills cleaned up immediately. Trained first aid staff.	School staff responsible for sensible behaviour of group.	Low
	Possible ingestion of paint, glue etc.	Non toxic substances used.	School staff responsible for sensible behaviour of group.	Low
	Possible damage to clothing	Aprons and protective clothing available.	School staff can prepare children to wear suitable clothing in advance.	Medium
<b>QUAY</b>	Slips, trips, falls, bumps	Room tidied routinely. Care taken to ensure room and contents as	School staff responsible for ensuring sensible behaviour of group.	Low

	Misuse of furniture could cause injury	child friendly as possible. Trained first aid staff.  Furniture carefully chosen to be child friendly with rounded edges where possible. Trained first aid staff.	School staff responsible for ensuring sensible behaviour of group.	Low
<b>Cinema</b>	Poor vision due to low light levels could cause slips, trips and falls	Trained first aid staff.	School staff responsible for ensuring sensible behaviour of the group.	Low
<b>Gallery shop</b>	Collisions	Safety considered in layout of displays. Queuing. Trained first aid staff.	School staff responsible for ensuring sensible behaviour of group.	Low
<b>All areas</b>	Risk to all group members of unwanted contact with other members of the public	All staff working closely with children and young people are experienced and CRB checked	School responsible for ensuring adequate staff ratios and carrying out head counts	Medium