

Potential risks and Hazards for Visiting Groups to mima, middlesbrough institute of modern art

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Area of activity	Risk	Existing Control Measures	Measures to be taken by school/group	Risk Rating
Centre Square	Children may wander away from main group	Entrance area with room to gather a group Please note mima opens at 10.00am	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount	Low
Automatic doors	Children/adults may be caught or hurt by the doors or bump into people	Monitoring by mima staff and group leader	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	Low
All stairs	Children or adults may slip trip or fall	Trained first aid staff and keep to the left of staircase	School/group leader responsible for supervision of and orderly conduct of groups. Keep to left	Low
Areas of buildings with long drops below	Children or adults could fall from a height	Hand rails and barriers in place	Close supervision by school or group leader	Low
All doors and doorways	Children or adults could trap fingers/hands	Doors close softly Trained first aid staff	School/group leader responsible for supervision of and orderly conduct of groups	Low

Area of activity	Risk	Existing Control Measures	Measures to be taken by school/group	Risk Rating
Toilets	Could become dirty or unhygienic	Cleaned and regularly inspected by staff	Report unsatisfactory conditions to staff	Low
	Children or adults could fall slip or fall	Set procedures for spillages/wet floors.	School/group leader responsible for supervision of children. Report unsatisfactory conditions to staff	Low
	Children or adults may need assistance	Toilet alarms in access toilets	School group leader responsible for supervision of group	Low
Lifts	Children/adults becoming trapped in doors	Safety devices on doors	Close supervision by school or group leader	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 or group leader School/group leader responsible for headcount	Low
	Overloading the lift	Maximum occupancy is stated inside lifts	Check lift carrying capacity and close supervision by school staff or group leader	Low

Area of activity	Risk	Existing Control Measures	Measures to be taken by school/group	Risk Rating
All areas	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 or group leader responsible for ensuring adequate staff ratios and carrying out head counts	Low
Gallery shop	Collisions	Safety considered in layout of displays. Queuing Trained first aid staff	School staff or group leader responsible for ensuring sensible behaviour of group	Low
Furniture	Misuse of furniture could cause injury	Furniture has rounded edges where possible Trained first aid staff	School or group leader responsible for ensuring sensible behaviour of the group	Low
Galleries	Children could wander off and become lost Children could touch or collide with works and injure themselves	CCTV in place and mima staff carry radios and can communicate between all areas of the building Gallery assistants present to protect galleries and warn of possible hazards(this does not include supervision of children)	Close supervision by school staff and group leader. Group staff responsible for head count School and group responsible for pre-visits, preparation of children, and orderly behaviour of groups	Low
Falls from terrace area	Fall or trips from roof terrace	Hand rails and barriers in place	Close supervision by school staff and group leader.	Low

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Practical activities	Use of art materials and tools	Careful consideration given to choices of basic materials and equipment. Separate hazard identification completed where more specialised materials and tools are used	Staff responsible for sensible behaviour of group	Low
	Possible cuts	Round bladed scissors provided. Trained first aid staff and first aid kits in place	Staff responsible for sensible behaviour of group	Low
	Possible slips and falls	All spills cleaned up immediately. Trained first aid staff	Staff responsible for sensible behaviour of group	Low
	Possible damage to clothing	Aprons and protective clothing available	Staff responsible for sensible behaviour of group	low

Area of activity	Risk	Existing Control Measures	Measures to be taken by school/group	Risk Rating
Walk from bus stop on Corporation Road	Children may wander away from group, busy main road	Schools own risk assessment in place and school/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	School/group leader responsible for supervision and control of groups, for appropriate pupil to staff ratios and for headcount.	Low