

IKON

Risk Assessment | Action Plan | Staff & Contractor acknowledgement

Title: Visiting Groups – Risk Assessment

Version: 9

Ref. No. (if required):

Brief Description of Project:

Visiting groups at Ikon Gallery: Guided and self-guided tours.

****PLEASE NOTE:** Responsible adult supervision provided by the visiting group is an essential criteria and control measure which enables Ikon to operate self-guided tours. Group leaders should make themselves known to Ikon staff in advance and on arrival. If your group is unable to undertake this responsibility, your visit may not be able to proceed. Please discuss your needs with Ikon staff in advance. Whilst Ikon takes every care to provide a fun and safe environment, group leaders are responsible for the conduct and safety of their group at all times during the visit.



Group leaders are required to submit their relevant visiting/group trip Risk Assessment to learning@ikon-gallery.org in advance and should make themselves known to Ikon staff on arrival. Failure to do so may prevent activity taking place.

Locations affected: All areas of the premises

Associated Risk Assessments:

Hazard Key: $P \times S = RF$

Probability:	1 Unlikely	2	3	4	5 Likely	6	7	8	9 Certain
Severity:	1 No injury	2	3 Minor Injury	4	5	6	7 Major Injury	8	9 Fatal
Risk Factor:	1-9 LOW RISK Reduce if practicable			10-28 MEDIUM RISK Plan your action			30+ HIGH RISK Immediate action required		

No.	 Significant hazard / Exhibition note	Persons likely to be affected	 Control Measures	Risk Factor <i>P x S = RF</i> (see Hazard Key)			Further Action? 'Y' or 'N' (See Action Plan)
				P	S	RF	
1	Group booking and arrival No obvious leader/person responsible for group	All visitors and staff	<p>Group booking online at https://www.ikon-gallery.org/learning/schools/book-your-visit/</p> <p>At the time of arrival slot, the group leader to check in at reception prior to the rest of the group entering the building. The group leader will be briefed by a member of Ikon staff on the visiting guidelines which should then be relayed by the group leader to the rest of the group outdoors. The groups staggered entry into the building will then be managed by a member of Ikon staff.</p> <p>If the group cannot be left unattended outdoors, group leader should make themselves known to Ikon staff.</p> <p>Allotted time for group visit will be 60 minutes. If running late, the group may be asked to depart galleries at the time scheduled slot is due to finish.</p> <p>Group leaders are responsible for and should accompany the group at all times. If the group is split, a group leader should be designated to each sub group. Group leaders should be introduced to Ikon staff on arrival.</p> <p>Group leaders will, at time of booking, acknowledge receipt and understanding of this Risk Assessment. See check box on the online booking page.</p> <p>On arrival, Ikon staff will ask each Group Leader that they have read and understood this Risk Assessment.</p>	1	9	9	1, 2
Group Visits							

2	Stairs and stairways Slips, trips and falls Items falling from stairwells People feeling uneasy when using the glass staircase	All visitors and staff	Use of handrails encouraged No running, climbing. Visiting group adult supervision. Lift available. One visitor or one household permitted in the lift at a time.	2	2	4	
3	Lift Moving parts Automatic door	All visitors and staff	Visiting group adult supervision. Maximum capacity stated in lift car not to be exceeded. Standard IR door safety edges plus landing safety area sensor keep doors open if obstructed within 1m. Lift Service Maintenance contact and statutory insurer's inspections in effect. Group leader responsible for head counts. Contact nearest member of gallery staff with any concerns.	1	2	2	
4	Inappropriate behavior Children could wander off	Visiting pupils/students	Visit guidelines published for groups to read before visit. Visiting group adult supervision and in line with appropriate adult/children ratios for age groups. Missing Child Procedure in effect.	1	2	2	
5	Toilets Slips, trips and falls on wet floors Unable to lock/unlock doors Inappropriate behavior Contact with discarded waste	All visitors and staff	Visiting group adult supervision. Toilets monitored by staff. Reported issues dealt with immediately by staff.	1	2	2	
6	Galleries Slips, trips. Falls and collisions Damage to artworks Climbing of artworks/furniture Audio-visual displays that may cause discomfort	All visitors and staff	Visiting group adult supervision. No food or drink in the galleries. No running in the galleries and for groups to act in an appropriate manner for a public space. Information Assistants on duty monitor all situations and report to other Ikon staff/ estate security if necessary. Signage and verbal guidance from Information Assistants inform visitors of exhibits that may cause discomfort for some, e.g. flashing images, audio levels. Information Assistant providing support and guidance.	1	2	2	

			Use of sketchbooks/pencils only in the galleries.				
7	Doors	All visitors and staff	Visibility signage on glass doors. Visiting groups to provide adult supervision at all times. Vision panels installed in public doors Self-closing doors labelled. Auto-doors routinely maintained.	1	2	2	
8	Injury/incident requiring First Aid	All visitors and staff	First aid kits provided in all learning spaces and throughout building. First Aid trained personnel on site at all times (Duty Person). Learning Team members/Information Assistants are always present during sessions and are first aid trained. Nearest Defibrillator (AED): No.9 Oozells Sq or Brindleyplace Office near Bannatynes.	1	3	3	
9	Safeguarding – child protection Isolated children or vulnerable adults could be vulnerable to the attentions of members of the public	All visitors and staff	All staff DBS checked. Visiting groups to provide adequate adult supervision. Information Assistants patrol gallery spaces and are all aware of any missing children procedures. Anyone behaving suspiciously will be monitored and asked to leave if appropriate.	1	8	8	
10	Counter Terrorism	All visitors and staff	On site Counter Terrorism procedure is activated.	1	9	9	
11	Fire	All visitors and staff	Visitors entering back of house to sign in /out at Reception. Maintained fire detection system throughout the building. Fire marshals onsite at all times. Do not use lift in the event of a fire. Fire evacuation procedure activated to ensure all occupants safely exit the building.	1	9	9	

Respiratory infection assessment (e.g. Covid, flu) <i>*Risk Assessor to edit as appropriate</i>						
No.	 Significant hazard / risk/ note	Persons likely to be affected	 Control Measures	Risk Factor $P \times S = RF$ (see Hazard Key)	Further Action? 'Y' or 'N'	

							(See Action Plan)
	Virus transmission through airborne particles	Staff/visitors	<ul style="list-style-type: none"> - Signage to discourage staff and visitors from entering the building if presenting flu-like symptoms - Portable CO2 monitors located throughout to determine room air quality and when to open windows - Mechanical ventilation and extract systems in operation in operation in galleries, Events Room, Reception - Windows and doors opened where possible - Social distancing encouraged through signage - Ikon staff to main 2m distance from attendees for the duration of a tour - Ikon staff to use portable microphone for each tour to minimise voice projection. Portable microphone/equipment to be cleaned between each use spray should not be directly sprayed onto equipment. - Delegates / participants encouraged to wear face coverings, if able, when in close proximity to others 	2	3	6	
	Virus transmission through surface transfer	Staff/visitors	<ul style="list-style-type: none"> - Contracted cleaners onsite 10am to 4pm daily following routine schedules to clean high-touch zones, kitchenettes and WCs - Antibacterial cleaning kits (Steri-7, blue paper, waste bags) available to staff for localized cleaning high-touch areas and shared equipment between uses - Hand sanitisers located throughout the building and provided in addition as needed - WCs fitted with self-service anti-bacterial seat wipes. 	2	3	6	

Add table rows as required

Action Plan

No.	Further action necessary to control the risk	Person Responsible	Completion Date
1	Modify website for Group Leader acknowledgement of Risk Assessment	KH, EL	June 2022
2	FoH/Learning staff briefed to ask Group Leaders if they have read and understood Risk Assessment	KH, RA	ongoing
3	Guided tours logged on internal spreadsheet and staff member allocated to each group. Staff rota updated	KH, RA	ongoing

Identified Additional Hazards

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Add table rows as required

Assessment compiled by:

(Staff name, position)

Kerry Hawkes, Learning Manager

Date 24/01/2022

Assessment and all actions checked by:

(Senior Management Staff name, position)

Matt Hogan, Head of Operations

Linzi Stauvers, Head of Learning

Date 09/06/22

Staff/Contractor Acknowledgement

Risk Assessment Title:	Version:	
I have read the Risk Assessment and confirm that I understand the requirements.		
Date	Name	Signature