

# Health and Safety Statement and Risk Assessment for Visiting Groups to Whitechapel Gallery

## Health and Safety Statement

When planning a visit to Whitechapel Gallery, groups are advised to ensure that a competent person carries out a risk assessment relevant to their particular group's needs.

Whitechapel Gallery complies with all Health and Safety and Fire Safety legislation and relevant Local Authority and licensing regulations. The galleries are subject to regular inspections by these bodies and conducts its own internal audit procedure.

We maintain high standards of public safety and carry out regular reviews of our risk assessments. Where there is an identified hazard and for public areas where we are introducing elements, such as new exhibitions or displays, these are recorded and can be made available for inspection by appropriate authorities.

As a public body we are required by law to hold Public Liability Insurance.

As part of our commitment to the safety and security of our visitors, we always have security staff and invigilators on duty who are trained in emergency response procedures, including first aid.

CCTV is in operation throughout the gallery and is monitored by trained staff. Whitechapel Gallery is registered in accordance with the Data Protection Act 1998.

## Risk Assessment

This document is for guidance – teachers should carry out and use their own assessment.

— Level of risk is considered LOW.

Area	Hazard	Action
Arrival at the Gallery	<ul style="list-style-type: none"> <li>• Visitors with disability.</li> <li>• Trips, slips and falls.</li> <li>• Traffic on the public highway.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear access route to all entrances</li> <li>• Wheelchair ramp to main entrance.</li> <li>• Group under supervision of accompanying adults.</li> <li>• Children lined up against the wall before proceeding calmly to the Gallery entrance.</li> </ul>
Inside the Gallery	<ul style="list-style-type: none"> <li>• Fire.</li> <li>• Visitors with disability.</li> <li>• Trips, slips and falls.</li> <li>• Stairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor Services staff trained in emergency procedures.</li> <li>• All areas and facilities fully accessible.</li> <li>• Notify gallery in advance of visitors with special requirements.</li> <li>• Group under close supervision of accompanying adults and</li> </ul>

	<ul style="list-style-type: none"> <li>• Children wandering away from their group.</li>   <li>• Lost children.</li> <li>• Abduction.</li>   <li>• Damage to exhibits.</li> </ul>	<p>behaving appropriately (i.e., no running, climbing, etc.).</p> <ul style="list-style-type: none"> <li>• Building inspected daily by Gallery staff.</li> <li>• Group leaders should be aware of the children's whereabouts at all times and are responsible for ensuring adequate provision of responsible adults to supervise the children (see recommended adult/pupil ratio above).</li> <li>• All accompanying adults to be aware the venue is a public building and of the possible hazards.</li> <li>• All accompanying adults to check their groups regularly.</li> <li>• Group to set clear meeting times and places.</li> <li>• All accompanying adults to be aware that works of art are not to be touched except when a sign invites you to.</li> <li>• Barriers around art works are not to be crossed.</li> <li>• No chewing gum in the galleries.</li> </ul>
Creative Studio	<ul style="list-style-type: none"> <li>• Fire</li>   <li>• Trips, slips and falls.</li>   <li>• Spillages.</li>   <li>• Cutting implements.</li>   <li>• Arts materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor Services staff trained in emergency procedures.</li> <li>• A member of staff must ensure the group is escorted from the building via the stairs to the meeting point outside the White Hart pub (to the right as you exit the Gallery).</li> <li>• If a group member cannot exit via the stairs, the alert button next to the lift must be pressed and one person must remain with them until a member of Visitor Services arrives to escort them from the building.</li> <li>• Doors to balcony to be closed at all times.</li> <li>• Group under supervision of accompanying adults.</li> <li>• Rooms cleaned and inspected daily by Gallery staff.</li> <li>• Cleaning equipment available in studio.</li> <li>• Scissors appropriate for</li> </ul>

	<ul style="list-style-type: none"> <li>• Arts Equipment</li> <li>• Electrical equipment.</li> </ul>	<p>the age group and used under adult supervision.</p> <ul style="list-style-type: none"> <li>• Non-toxic materials and adhesives.</li> <li>• First Aid qualified Visitor Services staff in the building at all times.</li> <li>• Washing facilities in studio.</li> <li>• Equipment suitable for age group and used only under adult supervision.</li> <li>• All electrical equipment tested regularly.</li> <li>• Trailing cables taped securely to the floor.</li> </ul>
Public toilets	<ul style="list-style-type: none"> <li>• Trips, slips and falls</li> <li>• Need for adult assistance.</li> <li>• Misbehavior, including smoking.</li> <li>• Unable to unlock/lock the toilet door.</li> </ul>	<ul style="list-style-type: none"> <li>• Toilets cleaned and inspected at regular intervals throughout the day.</li> <li>• Procedures in place for cleaning up spillages.</li> <li>• Children to be supervised by school staff when using the toilets.</li> <li>• No smoking anywhere in the building.</li> <li>• Locks can be opened from outside by gallery staff.</li> </ul>
Café	<ul style="list-style-type: none"> <li>• Trips, slips and falls.</li> <li>• Theft.</li> </ul>	<ul style="list-style-type: none"> <li>• Group under supervision of accompanying adults.</li> <li>• Procedure in place for cleaning up spillages.</li> <li>• Appropriate behavior from children (e.g. no running or climbing,)</li> </ul>
Packed lunches	<ul style="list-style-type: none"> <li>• Crossing public highways to reach public areas outdoors for groups to have lunch.</li> </ul>	<ul style="list-style-type: none"> <li>• No packed lunches to be eaten in any part of the Gallery, except the Creative Studio.</li> <li>• Pedestrian crossings and pavements.</li> </ul>

**Thank you. We hope you enjoy your visit**