

## **SCHOOL VISITS TO THE SERPENTINE GALLERIES RISK ASSESSMENT GUIDANCE**

### **This Document is for Guidance Only**

Group leaders are recommended to visit in advance to carry out their own assessment.

- The school staff are responsible for their children or young people at all times.
- Groups visiting the exhibitions should be no larger than 15 children or young people. If your group is larger than 15, please split into smaller groups.
- Each group must have an appointed leader (a teacher or responsible adult).
- All group leaders should carry a list of the children or young people in their groups.
- If children or young people are divided into smaller teams, group leaders should set regular meeting times and places to check attendance.
- A member of the Visitor Services team, on site at all times during public opening hours, are trained in first aid and emergency procedures.
- Level of risk is considered **LOW**.

### **We ask that you follow these guidelines of adult to student ratios:**

- **1:5** for students under 5 years old
- **1:10** for students under 11 years old
- **1:15** for students aged 11-16 years old
- **1:20** for students aged 16-18 years old

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>• Group under supervision of accompanying adults</li> <li>• Children lined up to cross the road</li> <li>• Children to line up against the railings before proceeding calmly to the Gallery entrance</li> </ul>
Inside Serpentine Galleries	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Visitors with disability</li> <li>• Trips, slips and falls</li> <li>• Children wandering away from their group</li> <li>• Lost children</li> <li>• Abduction</li> <li>• Damage to exhibits</li> </ul>	<ul style="list-style-type: none"> <li>• Gallery Assistants trained in emergency procedures. Fire escape routes clearly marked.</li> <li>• All areas and facilities are fully accessible.</li> <li>• Notify gallery in advance of visitors with special requirements.</li> <li>• Group under close supervision of accompanying adults and behaving appropriately (i.e. no running, climbing).</li> <li>• No food or drink to be brought into the Gallery.</li> <li>• Building inspected daily by gallery staff.</li> <li>• Spillages to be cleaned immediately by gallery staff.</li> <li>• Participants to be advised to take extra care in wet weather.</li> <li>• Gallery Assistants are first aid trained.</li> <li>• Group leaders should be aware of their group's whereabouts at all times and are responsible for ensuring adequate provision of responsible adults to supervise the children.</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</li> </ul>

		<p>be touched except when otherwise noted.</p> <ul style="list-style-type: none"> <li>No chewing gum in the galleries.</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> </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> </ul>
Activities in the Sackler Centre for Education	<ul style="list-style-type: none"> <li>Electrocution, fire, trips</li> <li>Injuries due to overcrowding</li> <li>Cuts</li> </ul>	<ul style="list-style-type: none"> <li>All equipment to be PAT tested.</li> <li>Cables taped down in space.</li> <li>In the Sackler Centre for Education, group numbers are limited to 30.</li> <li>Age appropriate tools used in workshop component of your visit.</li> <li>Room to be left as found at the conclusion of your self-guided workshop activity or lunch booking.</li> </ul>
Magazine Restaurant, Serpentine Sackler Shop and Koenig Bookshop	<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>Group under close supervision of accompanying adults and behaving appropriately (i.e. no running, 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>Packed lunches to be eaten in the Sackler Centre for Education only with prior agreement and subject to availability of the room.</li> <li>No packed lunches to be eaten in any other part of the Galleries.</li> <li>Safe use of pedestrian crossings and pavements.</li> </ul>