

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"> • Visitors with disability • Trips, slips and falls • Traffic on the public highway 	<ul style="list-style-type: none"> • Group under supervision of accompanying adults • Children lined up to cross the road • Children to line up against the railings before proceeding calmly to the Gallery entrance
Inside Serpentine Galleries	<ul style="list-style-type: none"> • Fire • Visitors with disability • Trips, slips and falls • Children wandering away from their group • Lost children • Abduction • Damage to exhibits 	<ul style="list-style-type: none"> • Gallery Assistants trained in emergency procedures. Fire escape routes clearly marked. • All areas and facilities are fully accessible. • Notify gallery in advance of visitors with special requirements. • Group under close supervision of accompanying adults and behaving appropriately (i.e. no running, climbing). • No food or drink to be brought into the Gallery. • Building inspected daily by gallery staff. • Spillages to be cleaned immediately by gallery staff. • Participants to be advised to take extra care in wet weather. • Gallery Assistants are first aid trained. • 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. • All accompanying adults to be aware the venue is a public building and of the possible hazards. • All accompanying adults to check their groups regularly. • Group to set clear meeting times and places. • All accompanying adults to be aware that works of art are not to

		<p>be touched except when otherwise noted.</p> <ul style="list-style-type: none"> No chewing gum in the galleries.
Public Toilets	<ul style="list-style-type: none"> Trips, slips and falls Need for adult assistance Misbehavior, including smoking 	<ul style="list-style-type: none"> Toilets cleaned and inspected at regular intervals throughout the day Procedures in place for cleaning up spillages Children to be supervised by school staff when using the toilets. No smoking anywhere in the building
Activities in the Sackler Centre for Education	<ul style="list-style-type: none"> Electrocution, fire, trips Injuries due to overcrowding Cuts 	<ul style="list-style-type: none"> All equipment to be PAT tested. Cables taped down in space. In the Sackler Centre for Education, group numbers are limited to 30. Age appropriate tools used in workshop component of your visit. Room to be left as found at the conclusion of your self-guided workshop activity or lunch booking.
Magazine Restaurant, Serpentine Sackler Shop and Koenig Bookshop	<ul style="list-style-type: none"> Trips, slips and falls Theft 	<ul style="list-style-type: none"> Group under supervision of accompanying adults Procedure in place for cleaning up spillages. Group under close supervision of accompanying adults and behaving appropriately (i.e. no running, climbing).
Packed Lunches	<ul style="list-style-type: none"> Crossing public highways to reach public areas outdoors for groups to have lunch 	<ul style="list-style-type: none"> Packed lunches to be eaten in the Sackler Centre for Education only with prior agreement and subject to availability of the room. No packed lunches to be eaten in any other part of the Galleries. Safe use of pedestrian crossings and pavements.