

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 Experience 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
Chucs 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"> • No packed lunches to be eaten in any other part of the Galleries. • Safe use of pedestrian crossings and pavements.