


Department	Health & Safety Risk Assessment	
Learning and Engagement		

The Lowry’s security arrangements, including the additional measures taken since 22 May

The Lowry’s Learning and Engagement team receive appropriate training, which includes safeguarding and counter-terrorism. The Learning and Engagement office is situated close to the classrooms, and in the event of any emergency, a member of staff would be there to assist you. There are three fire exits close to the classrooms and emergency lights indicating exit routes.

In addition to The Lowry’s pre-existing, robust procedures, we have increased security officer presence in all front of house areas and have introduced random bag searches, as well as a number of measures taken organisationally behind the scenes.

If you have any concerns before joining us please call 0161 876 2086 and we will be more than happy to talk it through with you.

Risk Assessment for Schools

Teachers are responsible for the supervision of their pupils at all times in the building.

1. Activity/Area	School Visits: studio foyer, classrooms, studios, front of house area, galleries, shop, toilets	Ref. No. LECL17
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Description of operation												
Groups of school children participating in visual/digital or performing arts activities including tours of the Galleries												
Who is affected by this operation?												
Employees	Yes	Contractors / Suppliers	Yes	Visiting Company	No	Public	Yes	Young people	Yes	Pregnant Women	Yes	
2. Hazards					Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)				
1. Workplace Hazards - Trips/Slips: water on floor, sloping surface, changes in floor level, balconies					3	4	12	Medium				
2. Mechanical Hazards – scissors/staplers/push pins/butterfly pins/escalators/stairs					3	4	12	Medium				
3. Hazardous Substance – paints/artist materials					3	4	12	Medium				
4. Temperature Hazards – too hot/cold					3	3	9	Medium				
5. Obstruction – public movement					3	3	9	Medium				
6. Attack by people – criminal/student/customer/artist/public					3	6	18	High				
7. Lost/abducted children					3	5	15	High				

3. Existing Control Measures

1. Workplace Hazards Trips/Slips: Building well lit, kept clear of obstruction, cleaning and maintenance on hand, Health & Safety signage identifies spillages/temporary hazards. Information on building sent to schools prior to visit. Workshop leaders remind students of safe ways of travelling through the building and advise no running. Students supervised by school staff and workshop leader at all times. Classrooms checked for cleanliness and health & safety pre and post activity on a daily basis. First Aid available if necessary.
2. Mechanical Hazards: Workshop leaders advise students on safe ways of using all materials/equipment. All equipment suitable for classroom use and supervised by workshop leaders. Workshop leader gives safety advice on using escalator/stairs. Gallery staff monitor school parties using escalators. Students supervised by school staff at all times. School staff to be placed at the top and bottom of escalator whilst in use by pupils. Safety treads and handrails on escalators and stairs. First Aid available if necessary.
3. Hazardous Substances: All artistic materials COSHH rated and suitable for classroom use. Activity supervised by workshop leaders. Students supervised by school staff at all times. First Aid available if necessary. Access to water available in classrooms.
4. Temperature Hazards – too hot/cold: Students supervised by school staff at all times. Portable heater/fan available if required. Water cooler in Studio foyer. Air conditioning available. First Aid available if necessary.
5. Obstruction – public movement: FOH manage audience for shows. Workshop leader manages participants for activities assisted by school staff. Students supervised by school staff at all times.
6. Attack by people: Lowry staff trained in Safeguarding and counter-terrorism. Regular security updates provided to all staff. Fire exits next to classrooms and sited regularly throughout the building. Emergency lighting. Staff trained in evacuation procedures and on hand to manage emergency egress. Additional security measures implemented in accordance with national threat level. Students supervised by school staff at all times.
7. Lost/abducted children: School staff to ensure all children accounted for on entering/exiting building. School staff to remain with class at all times. Workshop leader remains with class at all times during activity. Workshop leaders remind class of safety procedures and expectations of behaviour. Pupils reminded to approach member of Front of House or Gallery staff if separated from their party. Emergency Procedure in place with Lowry Security.

4. Hazards	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1. Workplace Hazards - Trips/Slips: water on floor, sloping surface, changes in floor level, balconies	2	2	4	Low
2. Mechanical Hazards – scissors/staplers/push pins/butterfly pins/escalators/stairs	2	2	4	Low
3. Hazardous Substance – paints/artist materials	1	2	2	Low
4. Temperature Hazards – too hot/cold	3	1	3	Low
5. Obstruction – public movement	3	2	6	Low
6. Attack by people – criminal/student/customer/artist/public	3	4	12	Medium
7. Lost/abducted children	2	3	6	Low

5. Details of further action required	Implemented	Date	Initials
Updates on additional security measures implemented to be sent to schools in advance of visits as necessary	Yes	5/17	GS

6. Assessed by	Gillian Sherwood	Position	Head of Learning & Engagement	Signed	<i>G Sherwood</i>	Date	13/6/2017
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7. Review	Date	Initials
As security briefing changes	13/6/17	GS

Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
Risk Factor 0-6 Low Risk factor above 6 Improve if possible		Risk Factor 7-17 Medium Risk factor above 12 Further action required		Risk Factor 18-36 High Immediate action required		

Multiply Probability x Severity to obtain Risk Factor