



<b>Overcrowding</b>	Disturbance of Public  Distraction of staff  Blocked sight lines.	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>The visit is capped to no more than 32 learners in any one Gallery Room</li> <li>Schools to be provided with a timetable outlining times slots for locations</li> <li>Invigilation provided by Learning Team and trained volunteers outside of Opening hours</li> <li>Schools to provide supervision for groups at a ratio suitable to the age of the group</li> </ul>	The capacity has been agreed between The Public Programmes Team and School prior to visit.	3	2	6	<b>LOW</b>
<b>Emergencies</b>	Hazards from the need to evacuate/invacuate the premises.  Fire.  Bomb – Evacuate. Risk - disorder localized.  Other evacuation requirements e.g. flood.  Invacuation situations eg terrorist threat, threat from member of public to others, lost child	3	4	12	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>MK Gallery’s evacuation/invacuation plan will be adopted for this group and delivered to groups upon arrival</li> <li>The venue Emergency Evacuation operational procedures will be followed once all the guests are outside the venue</li> <li>MK Gallery staff to provide instructions to the guests in the venue</li> <li>All access routes to be venue stewarded by MK Gallery staff</li> <li>Site Emergency Rendezvous Points agreed in advance by MK Gallery with the Emergency Services</li> <li>Evacuation strategy to be dependent upon nature of incident. Principle will be to separate the guests from the hazard and to ensure that exit routes are available to safe areas</li> <li>All evacuation of the public will be managed by MK Gallery staff and the Emergency Services</li> <li>All staff to have specific briefing on see it and say it policy. Also, specific briefing on run hide and tell policy</li> <li>Evacuation times are considered to be within the accepted venue times</li> </ul> <p><b>Protected evacuation route and exits</b></p> <ul style="list-style-type: none"> <li>Fire exits for public and safe use will be classed as protected fire routes and fire exits</li> <li>There will be no infrastructure positioned near the fire exits or the route leading to the fire exits</li> <li>No flammable material will be positioned near the fire exits</li> <li>There will be suitable fire extinguishers located near to the fire exits</li> <li>MK Gallery staff will ensure that the routes and the doors are kept clear at all times.</li> </ul>	FOH team & Public Programmes Team to monitor during visit	3	2	6	<b>LOW</b>
<b>Disabled Persons</b>	Lack of suitable and sufficient resources to meet the needs of disabled visitors.	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>MK Gallery is fully accessible to disabled persons.</li> <li>MK Gallery will ensure assistance is in place to help disabled persons.</li> <li>Accessible sanitary provision is available on all levels.</li> <li>All public areas will have suitable disabled access.</li> </ul>	FOH and Public Programmes Team to monitor during Visit	3	2	6	<b>LOW</b>

	Effect - disenfranchised customers.										
<b>Hazards arising through unauthorised access to artworks, plant, systems, structures and equipment</b>	<p>Unauthorised access to artworks, plant, systems, structures and equipment, causing injury, potential fatalities</p> <p>Damage to artworks, plant, systems, structures and equipment</p> <p>Property damage</p>	2	5	10	<b>HIGH</b>	<ul style="list-style-type: none"> <li>Plant rooms, workshop, offices and stores will remain locked.</li> <li>All plant and equipment will, as far as is possible, be stored within the back of house area or locked in secured rooms.</li> <li>The attendees will be supervised by DBS covered staff from their own establishment at a ratio suitable for their age.</li> </ul>	FOH Team and Public Programmes Team to monitor during visit	1	5	5	<b>MEDIUM</b>
<b>General Floor Conditions</b>	Slips, trips, falls, obstacles.	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>MK Gallery to monitor the condition of the floor and, if it becomes very slippery, those areas to be cordoned off, using Tensa-barriers and hazard tape.</li> <li>MK Gallery to have authority to stop the event and evacuate any space in or around the Gallery if floor conditions are too severe and there is a potential for multiple injuries.</li> <li>All additional cabling etc. to be covered, flown, cable ramped or placed within structures or in back of house areas.</li> <li>The attendees will be supervised by DBS covered staff from their own establishment at a ratio suitable for their age.</li> </ul>	FOH and Public Programmes Team to monitor during Visit	2	3	6	<b>LOW</b>
<b>Fire Hazards</b>	Fires from smoking, waste and combustible sections of the exhibits / materials used during the visit – e.g. set, scenery, furniture, art works.	3	4	12	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>All structures to be of flame-retardant substances.</li> <li>All electrical supplies from permanently installed mains supplies.</li> <li>MK Gallery staff to evacuate area to allow fire tenders through if necessary and appropriate.</li> <li>MK Gallery staff to monitor fire safety throughout the visit.</li> </ul>	FOH and Public Programmes Team to monitor during Visit.	3	2	6	<b>LOW</b>
<b>Electrical Hazards</b>	<p>Electric shock from poor or no circuit protection.</p> <p>Electric shock from damaged or overloaded cables or connectors.</p> <p>Electric shock from working on live mains.</p>	3	5	15	<b>HIGH</b>	<ul style="list-style-type: none"> <li>All electrical equipment to be supplied and installed by reputable, competent persons. Their standards will be pre- vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</li> <li>All electrical systems should be constructed and maintained in a condition suitable for their use and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc. to be away from public.</li> <li>A competent person should certify all electrical installation as to their safety on completion.</li> </ul>	FOH and Public Programmes Team to monitor during Visit.	1	5	5	<b>MEDIUM</b>

						<ul style="list-style-type: none"> <li>A competent electrical contractor should be available to deal with any problems should they arise.</li> <li>No public are permitted to connect any devices to temporary electrical mains.</li> <li>Competent person on site to monitor all electrical systems to prevent overloading.</li> <li>All third-party equipment will be checked as necessary to prevent overloading any systems or to prevent activation of the protection breakers and RCCD's.</li> <li>All staff to report any unsafe or damaged equipment.</li> </ul>	Technical Manager/House Manager to monitor prior to event.				
<b>First Aid</b>	Illness or injury.	3	5	15	<b>HIGH</b>	<ul style="list-style-type: none"> <li>All Schools to carry first aid equipment for their needs and named attendees to be able to access personal medication</li> <li>Schools to notify Gallery staff of the trained first aider on visit</li> <li>Sufficient competent First Aiders to be available to attend to visitors</li> <li>First Aid provisions to be that as detailed in the MK Gallery Policies and Procedures</li> <li>Local NHS A&amp;E departments identified.</li> <li>Onsite defibrillator and trained staff available.</li> </ul>	Public Programmes Team to monitor during visit	1	5	10	<b>MEDIUM</b>
<b>Noise</b>	Hearing damage.	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Areas where noise expected to exceed 85 dB(A) to be identified and signed.</li> <li>Sound system to be designed, installed and operated by competent persons to defined decibel limits.</li> <li>Noise levels will not exceed dangerous levels.</li> </ul>	Technical & Facilities Manager to monitor prior to visit	2	3	6	<b>LOW</b>
<b>Event activities - including entertainment</b>	Poorly planned event leading to failure of any element of the event or attraction.  Effect - potential for physical injury, public disorder, property damage.	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>All events, attractions and activities are sourced by MK Gallery and checks undertaken by the Public Programmes Team to assure themselves as to the competency of those engaged in the delivery of the event.</li> <li>They shall have in place and operate those safety management systems and procedures as required so as to minimise any identified safety risks.</li> <li>This may include but is not limited to any or all of the following: <ul style="list-style-type: none"> <li>Insurances</li> <li>Event safety plans</li> <li>Systems and procedures</li> <li>Risk Assessments</li> <li>Safe systems of work / method statements</li> <li>Certificates of competency / licenses</li> </ul> </li> <li>They shall have in place suitable and sufficient Risk Assessments and Method Statements (RAMS) to cover their undertakings which shall be communicated to all their staff and those others engaged in or adversely affected by their operations and undertakings</li> </ul>	Technical & Facilities Manager & Public Programmes Team to monitor prior to visit. Public Programmes team to monitor during visit	2	3	6	<b>LOW</b>

						<ul style="list-style-type: none"> <li>Pre-event planning meetings are completed with key stakeholders in attendance and any issues or concerns raised for resolution by the client</li> </ul>					
<b>Waste Storage</b>	Fires, biological hazards.	3	4	12	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Waste storage will be secure and hygienic</li> <li>Waste to be cleared on a regular basis to a suitable location and removed to waste receptacles as necessary.</li> </ul>	Technical & Facilities Manager to monitor prior to event. Public Programmes Team to monitor.	1	4	4	<b>LOW</b>
<b>Safeguarding</b>	Children coming into contact with a dangerous individual/s.	2	4	8	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Schools to provide DBS registered adults at a ratio suitable to the age of the group.</li> <li>All members of the learning team hold a current DBS check.</li> <li>Learning Scouts and Associate Artists to have up to date DBS.</li> </ul>	Public Programmes Team to monitor prior to and during visit	1	4	4	<b>LOW</b>
<b>Sky Room</b>	Raked Bleacher Seating  Steel deck staging  STF hazards, low falls from height	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Schools to provide DBS registered adults at a ratio suitable to the age of the group</li> <li>Staff to ensure raked seating is correctly installed/put away as required for the event</li> <li>MK Gallery staff to use appropriate PPE and working at high equipment when moving the raked seating.</li> <li>All staff must be made aware if a member of the team is underneath the seating when cleaning at the end of the event, wearing correct PPE.</li> <li>All staging edges are adequately delineated with safe means of access e.g. stair treads/riser</li> <li>Only authorised staff allowed access to staging areas.</li> </ul>	Technical & Facilities Manager/House Manager/House Coordinators to monitor prior to event. FOH and Public Programmes Team to monitor during visit.	1	3	3	<b>LOW</b>
<b>Transport</b>	Crossing roads and car parks	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Schools to provide DBS registered adults at a ratio suitable to the age of the group and are responsible for their safe arrival and departure from MK Gallery.</li> <li>Learning Team to meet groups and guide safely once on MK Gallery property.</li> </ul>	Schools to complete RA in advance of visit and monitor on the day	1	3	3	<b>LOW</b>
<b>Playscape</b>	low falls from height  Effect - potential for physical injury	3	3	9	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Schools to provide DBS registered adults at a ratio suitable to the age of the group</li> <li>MK Gallery to monitor the condition of the space and, if it becomes hazardous, those areas to be cordoned off, using Tensa-barriers and hazard tape</li> <li>MK Gallery to have authority to stop the use of the Playscape and evacuate the any space in or around the Gallery if floor conditions are too severe and there is a potential for multiple injuries</li> </ul>	Technical & Facilities Manager to monitor prior to visit. Public Programmes team to monitor during visit	1	3	3	<b>LOW</b>

<b>Assessed by:</b>	<b>Niki Braithwaite</b>	<b>Position:</b>	<b>Head of Public Programmes</b>	<b>Signed:</b>		<b>Date:</b>	<b>15/3/2023</b>
<b>Countersigned by:</b>	<b>Jamie Aylard</b>	<b>Position:</b>	<b>Facilities &amp; Technical Manager</b>	<b>Signed:</b>		<b>Date:</b>	<b>15/03/2023</b>

Likelihood:	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Severity:	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Risk Score LOW Improve if possible		Risk Score MEDIUM Further action required		Risk Score HIGH Immediate action required	