

Department		
Learning and Engagement	Health & Safety Risk Assessment	

The Lowry's security arrangements

The Lowry's Learning and Engagement team receive appropriate training, which includes safe-guarding 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 email emily.harwood@thelowry.com 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, front of house area, galleries, shop, toilets	Ref. No. LECL21
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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	X	Contractors / Suppliers	X	Visiting Company	X	Public	X	Young people	X	Pregnant Women	X

Hazard	Likelihood	Severity	Risk Factor	Risk (Before pre-cautions have been taken)
1 Risk: Trips/Slips: water on the floor, sloping surfaces, changes in floor levels, balconies Location: All Locations Whom: public, staff, artists	3	4	12	Medium
2. Risk: Mechanical Hazards: Scissors/staplers/push pins/butterfly pins/escalators/stairs Location: All Locations Whom: public, staff, artists	3	4	12	Medium
3. Risk: Lost children, abduction Location: front of house, public areas Whom: public	3	5	15	High
4. Risk: Hazardous substances: paints/art materials Location: All locations Whom: public, artists	3	3	9	Medium
5. Risk: Temperature hazard: too hot, too cold Location: All Location Whom: public, staff	3	3	9	Medium
6. Risk: Fire / Evacuation, Burns, respiratory damage, death. Location: all locations Whom: artists, public, staff	2	6	12	Medium

7. Risk: Act of terror, extreme injury, poison, respiratory damage, death Location: all locations Whom: public, staff, artists	3	6	18	High
8. COVID-19 SPECIFIC 8.1 Risk: Getting or spreading coronavirus by not washing hands or not washing them adequately. Location: all locations Whom: public, artists, staff	5	4	20	High
8.2 Risk: Getting or spreading coronavirus in common use high traffic areas / communal spaces Location: studios, corridors, toilet facilities, entry/ exit points to facilities, lifts/ stairs, other communal areas Whom: public, artists, staff	5	4	20	High
8.3 Risk: Getting or spreading coronavirus through surfaces, shared equipment and workstations –materials, tables, chairs Location: studios, classrooms, entry/ exit points (doors/ handles), stairs/ lifts, floors Whom: public, artists, staff	5	4	20	High
8.4 Risk: Contracting or spreading the virus through not social distancing Location: studios, classrooms, corridors, toilet facilities, entry/ exit points to facilities, lifts/ stairs, other communal areas Whom: public, artists, staff	5	4	20	High
8.5 Risk: Poor workplace ventilation leading to risks of coronavirus spreading Location: whole building Whom: public, artists, staff	4	4	16	Medium

8.6 Risk: Contracting or spreading the virus in spaces during Lunch breaks. Location: Outside classrooms Whom: public, artists, staff	3	4	12	Medium
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Control Measures

1	Risk: Trips/Slips: <ul style="list-style-type: none"> • 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	Risk: Mechanical Hazards: <ul style="list-style-type: none"> • 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	Risk: Lost/abducted children: <ul style="list-style-type: none"> • 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	Risk: Hazardous Substances: <ul style="list-style-type: none"> • 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.

5	<p>Risk: Temperature Hazards – too hot/cold:</p> <ul style="list-style-type: none"> • 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.
6	<p>Risk: Fire / Evacuation, Burns, respiratory damage, death.</p> <ul style="list-style-type: none"> • The Lowry's Fire Evacuation policy – all staff to be aware of closest evacuation point and closest exit to their activity space • Key staff in each space to have a radio on them to report or hear any emergency updates • All management staff to be aware of fire procedure and to follow the necessary procedures • Studio supervisors/ staff to complete assessments of spaces and fire evacuation points ahead of activity taking place
7	<p>Risk: Act of Terror, extreme injury, poison, death</p> <ul style="list-style-type: none"> • 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. • Additional security measures implemented in accordance with national threat level. • Students supervised by school staff at all times.
8.1	<p>Risk: Getting or spreading coronavirus by not washing hands or not washing them adequately.</p> <ul style="list-style-type: none"> • Hand sanitizing stations located throughout the building • Accessible toilets available across the building
8.2	<p>Getting or spreading coronavirus in common use high traffic areas</p> <ul style="list-style-type: none"> • Keeping doors open where not a fire safety hazard to minimise touch points. • Staggered Entry and Exit times if more than one class is in the spaces • Each school to have own space for lunch. • Encouraging mask to be worn when moving throughout the building (where appropriate) • Masks to be worn by all staff members across the day • Regular cleaning of touch points throughout the day

8.3	<p>Getting or spreading coronavirus through surfaces, shared equipment and workstations – chairs and tables</p> <ul style="list-style-type: none"> Students/ staff to stay in their allocated room unless supervised. Keeping doors open where not a fire safety hazard to minimise touch points Students/ staff to have own individual equipment (not to be shared), where this is not possible equipment must be cleaned and sanitised before it is used again Surfaces frequently touched and by many people to have increased cleaning processes as implemented by the venue staff, e.g., handrails, door handles, vehicle door handles (inside and outside) More bins provided and empty them more often.
8.4	<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <ul style="list-style-type: none"> The maximum occupancy of each indoor facility should be limited to 35 pupils per room. Ventilation systems will provide 100% fresh air and not recirculate air from one space to another. Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air.
8.5	<p>Risk: Contracting or spreading the virus in indoor spaces during Lunch</p> <ul style="list-style-type: none"> Maintaining social distancing between schools. Masks are optional for children, school staff encouraged to wear them. Lowry staff will wear masks. Schools to bring their own food/water for the day Wash/sanitise hands before returning to worship spaces.

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

2. Hazards	Likelihood	Severity	Risk Factor	Risk (before pre-cautions have been taken)
1 Risk: Trips/Slips: water on the floor, sloping surfaces, changes in floor levels, balconies Location: All Locations Whom: public, staff, artists	2	2	4	Low
2. Risk: Mechanical Hazards: Scissors/staplers/push pins/butterfly pins/escalators/stairs Location: All Locations Whom: public, staff, artists	2	2	4	Low
3. Risk: Lost children, abduction Location: front of house, public areas Whom: public	2	3	6	Low
4. Risk: Hazardous substances: paints/art materials Location: All locations Whom: public, artists	1	2	2	Low
5. Risk: Temperature hazard: too hot, too cold Location: All Location Whom: students, staff	3	1	3	Low
6. Risk: Fire / Evacuation, Burns, respiratory damage, death. Location: all locations Whom: artists, public, staff	2	6	12	Medium
7. Risk: Act of terror, extreme injury, poison, respiratory damage, death Location: all locations Whom: public, staff, artists	2	6	12	Medium

<p>8. COVID-19 SPECIFIC</p> <p>8.1 Risk: Getting or spreading coronavirus by not washing hands or not washing them adequately. Location: all locations Whom: public, artists, staff</p>	3	4	12	Medium
<p>8.2 Risk: Getting or spreading coronavirus in common use high traffic areas / communal spaces Location: studios, corridors, toilet facilities, entry/ exit points to facilities, lifts/ stairs, other communal areas Whom: public, artists, staff</p>	2	3	6	Low
<p>8.3 Risk: Getting or spreading coronavirus through surfaces, shared equipment and workstations –materials, tables, chairs Location: studios, classrooms, entry/ exit points (doors/ handles), stairs/ lifts, floors Whom: public, artists, staff</p>	2	4	8	Medium
<p>8.4 Risk: Contracting or spreading the virus through not social distancing Location: studios, classrooms, corridors, toilet facilities, entry/ exit points to facilities, lifts/ stairs, other communal areas Whom: public, artists, staff</p>	3	4	12	Medium
<p>8.5 Risk: Poor workplace ventilation leading to risks of coronavirus spreading Location: whole building Whom: public, artists, staff</p>	2	2	4	Low
<p>8.6 Risk: Contracting or spreading the virus in spaces during Lunch breaks. Location: Outside classrooms Whom: public, artists, staff</p>	2	4	8	Medium

4. Details of further action required	Implemented	Date	Initials

5. Assessed by	Emily Harwood		Learning & Participation Manager	Signed	E.Harwood	Date	Oct 21
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b. Read by	John Tomer	Position	Facilities Manager	Signed	<i>John Tomer</i>	Date	01/11/21
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c. Approved by	J.Riding	Position	Director of L&E	Signed	<i>J. Riding</i>	Date	01.10.21
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6. Review	Date	Initials