

Risk Assessment

Date	24/09/2019	Ref: GRA
Address/location	Turner Contemporary, Rendezvous, Margate, CT9 1HG	
Location, Processes & Work Activity Description	<p>The location subject of this risk assessment are the general public-access areas of the Turner Contemporary.</p> <p>The Turner Contemporary is a free to enter gallery. The premise is split into several distinct areas across 2 storeys comprising of the main reception foyer, corridors, reception areas and welfare facilities as well as the main art and exhibition galleries on the first floor. The upper public areas are accessed via a stairway and lift. All private areas are controlled by an entry control system which prevents casual access to offices etc.</p> <p><u>Ground Floor</u></p> <p>The approach is via its own walk up away from main roads with external stairs and disabled ramp leading to the main entrance. The entrance is controlled by PIR activated electric sliding doors which lead directly into a large foyer housing a shop, information desk and corridors leading to other parts of the building including a café area. The floors are laid to concrete with no other covering.</p> <p>The shop is placed away from the main access route to the side of the main entrance and comprises of free standing displays and shelving.</p> <p>The information desk comprises of a long desk with staff present in numbers to meet demand. The desk has information leaflets and guidance as well as 2 tills.</p> <p>Within the foyer – Sunley Gallery - there will be a range of exhibits which are changed on a regular basis which again will be placed away, or protected from main pedestrian activity.</p> <p>A lift and stairway giving access to the upper areas are present.</p> <p>The foyer area is large area which is designed to allow large groups of people to gather with a small number of low level benches placed against the walls to enable persons to sit.</p> <p><u>First Floor</u></p> <p>The first floor comprises of a series of interlinked individual galleries which can be accessed via a communal Balcony Gallery. The balcony may be used differently for each exhibition and can form part of an exhibition if required. The balcony has a wall and railing enabling views to the Sunley Gallery and out to sea: the wall is approximately 1.4-1.5m high.</p> <p>The galleries are (clockwise from left at top of stairs): North Gallery, South Gallery, West Gallery. There is also a Learning Studio (next to West Gallery): a large open space with inbuilt storage spaces and kitchen. The Learning Studio may be used as an exhibition space if required.</p>	

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01304 249699 www.samsltd.co.uk e mail info@samsltd.co.uk

Risk identified	Primary action	Notes
Low	Periodic review	No additional controls required. Consider cost effective improvements. Monitor existing controls.
Medium	Monitor & Review	Reduce risk & measure cost of prevention. Action is time specific. Reassess to improve controls
High	Active monitoring	Work/access should not be permitted or continue until risk reduced. Allocate appropriate resources.

Recommended action & timescales		
Slips, trips and falls	Monitor and review Planning of exhibits to consider safe separation with public and ensure that main walkways are kept clear and free of obstructions.	Ongoing
Falling objects	Periodic review Planning and preparation of exhibits to consider placement of items and potential for falls from height of persons and goods.	Ongoing
Services – electric	Periodic review	Ongoing
Fire/ explosion	See fire risk assessment	Ongoing
Trapping/ crushing	Monitor and review First aid kits to be routinely checked as fully stocked and in correct location	Ongoing
Security breaches/ criminal damage	Periodic review Security issues to be considered within planning of exhibitions where high value art is present/displayed.	Ongoing
Other – specific exhibition lighting	Monitor and review (dependant on exhibition content)	Ongoing

What Risks are Involved? High, Medium or Low					
Slip/Trips/Falls same level	M	Heat/ventilation	L	Violence/aggression	L
Fall from height	L	Noise/vibration	L	Lone working	L
Falling objects	M	Cuts	L	Drowning	L
Services - electric/gas/oil	M	Manual handling	L	Asphyxiation/ Respiratory	L
Fire/explosion	M	Rodents	L	Environmental damage	L
Burns/scolds	L	Overturning	L	Flooding risk	L
Harmful substances	L	Trapping/crushing	M	Flying particles	L
Asbestos	L	Moving machinery parts	L	Confined space	L
Moving vehicles	L	Oxygen enrichment	L	Security breaches/ criminal damage	M
Crush	L	Structural failure	L	Other – (specific exhibition lighting)	M
Impact	L	Stress	L		

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Describe high/medium risk hazards identified	
Slips, trips and falls	Risk of slip, trip or fall arising due to poor floor condition, spillage, non-highlighted object on floor, low lighting etc.
Falling objects	Risk of suspended/ hung objects falling and coming into contact with persons present below, potentially result in serious impact injuries.
Services - electric	Risk of electrical failure arising from poor maintenance, servicing etc. of electrical appliances or installation (fixed wiring)
Fire/ explosion	Risk of fire outbreak and spread, affected emergency evacuation etc.
Trapping/ crushing	Risk of trapping body parts within door frames when moving between galleries/ areas, and sustaining potentially serious crush/ severing injuries.
Security breaches/ criminal damage	Risk of unauthorised access, security breach or sustaining of criminal damage to premises/ exhibition content etc.
Other – specific exhibition lighting	Low lighting levels within exhibition may give rise to slip, trip or fall. Specific exhibition lighting (i.e. strobe/flash lighting) gives rise to risk of adverse reaction (e.g. photosensitive epilepsy etc.)

Who is at Risk?			
Workers:	Yes	Residents	No
Public:	Yes (including school/ youth groups etc.)	Other:	No

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Identify controls measures in place	
Slips, trips and falls	<ul style="list-style-type: none"> • Floor throughout internal areas is laid to level concrete surface, with no additional features outside of exhibition content that may create slip or trip hazard. Flooring is in good condition and is not uneven, infirm, defective etc. • Generally, low levels or no objects placed on open floor spaces within galleries. Objects placed are typically obvious and of sufficient size to be clearly identified. • Any exhibition content that may create trip hazard is sufficiently highlighted, barred or close access is prevented. • Gallery assistants present across building to assist and advise of any areas where lighting may be lowered as part of exhibition and to take extra precaution when moving between areas. • Maintenance and cleaning regime is in place in which flooring conditions are routinely checked, and any issues found reported to facilities manager for resolving. • Any spillages identified are reported and cleared immediately with gallery assistants present to supervise area. • Entrance foyer floor surface checked daily as part of general site checks. • An appropriate level of information is supplied to planners of trips from schools etc. advising them of risks present and actions required to support safety measures in place at the premise.
Falling objects	<ul style="list-style-type: none"> • Majority of content is below head height or placed on walls with no working at height or overhead working taking place during operational/ opening hours. • Where exhibition content is placed above suspended/ hung or placed where risk of falling objects could occur, a sufficient area around the exhibit is barred off or access beneath is prevented (i.e. by staging or other means).
Services – electric	<ul style="list-style-type: none"> • Low level of portable electrical appliances present within public access areas • Periodic inspection of electrical installation (fixed wiring) completed every 3 years.
Fire/ explosion	<ul style="list-style-type: none"> • Fire risk assessment covering whole premises completed by external safety consultancy, which is reviewed and updated on annual basis or in event of significant structural/procedural etc. change identified. • Recorded system of fire safety checks (fire log) is maintained in which the following is completed: routine tests of fire detection and alarm system; tests of emergency lighting; checks of escape routes/ fire exits/ signage; periodic evacuation drills, and; checks of firefighting equipment. • Sufficient number of escape routes and final exits available

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	<p>throughout premises which are maintained and kept clear of obstruction.</p> <ul style="list-style-type: none"> • Sufficient number of gallery assistants present across all public access areas, who are trained and practiced in emergency evacuation procedures. • Nature of premises means that low levels of fuel and ignition sources are present, particularly throughout public access areas. • Note: specific exhibition requirements may mean slight reduction in clear and obvious exit points between galleries (i.e. Turner prize duration – interlinking door covered between Learning Studio & West Gallery, and West Gallery & South Gallery covered but remains usable in event of evacuation). Occasion is rare and affects first floor only: identified within scope of single specific exhibition, with sufficient number of escape routes still present to accommodate and allow for safe evacuation of expected number of persons. Gallery assistants briefed on any such alterations and on unchanged evacuation procedure. Emergency lighting present covering all areas.
Trapping/ crushing	<ul style="list-style-type: none"> • Doors throughout are slow-closing and gallery assistants present to advise public to mind placement of fingers within door frames (particularly for school groups etc.) • First aid trained staff present to assist and provide first aid, with accident/incident/ near miss reporting procedures in place.
Security breaches/ criminal damage	<ul style="list-style-type: none"> • Gallery assistants present throughout to identify and challenge anti-social/ potentially damaging behaviour, with security present. • CCTV present. • Sufficient security measures in place for non-opening hours, with no casual access to building and fob-entry required for all non-public areas.
Other – specific exhibition lighting	<ul style="list-style-type: none"> • Gallery assistants present across building to assist and advise of any areas where lighting may be lowered as part of exhibition and to take extra precaution when moving between areas. • Gallery assistants to also advise of any exhibitions where effect lighting may invoke adverse reaction from public (i.e. strobe/ flashing/ multi-coloured etc.)

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External controls			
Barriers or fencing	No	Signage required	Placed as appropriate depending on exhibition content

PPE needs					
Hard Hats	High Vis	Foot wear	Gloves	Face masks	Other
No	No	No	No	No	No

Revisions/amendments	By	Date	Action taken

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