

RISK ASSESSMENT Ref TC.GEN.001			
Organisation: Turner Contemporary	Location: Entrance, Sunley Gallery and first floor Gallery areas and Learning Studio	ACTIVITY: Public access and public areas	
Assessor: Paul Sadd	Date of Assessment: 15/10/2012	Review period: Annually	Version no: #1

Step 1.	Step 2.	Step 3.			Step 4.	Step 5.			
Identify Hazard	Who is at Risk	Extent of risk prior to controls	L	S	R	Actions to be taken to control risk identified	L	S	R

Descriptive: Turner Contemporary is a free to enter gallery with in excess of 350K visitors attending during the last 12 months. The gallery is split into several distinct areas across 2 levels comprising of the main entrance, Sunley Gallery, corridors, reception areas and welfare facilities as well as the main galleries and Learning Studio 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.

The approach is via its own stairs and walkway 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 of concrete with no other covering.

The shop is placed away from the main access route to the side of the main entrance and comprises a number of free standing displays and shelving.

The information desk comprises a long desk with staff present in numbers to meet demand. The desk has information leaflets and guidance as well as 2 tills.

Within the 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.

A lift and stairway giving access to the upper areas are present.

The Sunley Gallery 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.

On the first floor there is a balcony area overlooking the Sunley Gallery, which an entrance into the galleries. The balcony is used differently in each exhibition and can form part of the exhibition or be used for interpretation. The balcony has a wall and railing enabling views into the Sunley Gallery and out to sea. The wall is approximately 1.4 – 1.5 metres high.

Entrance to the galleries is from the balcony area and comprises a suite of three large interlinked galleries and a smaller corridor gallery (Irene Willett)

The entrance to the Learning Studio is at the top of the stairs before the balcony. The Learning Studio is a large open plan space with a large picture window looking out to sea. The Studio has inbuilt storage spaces, a toilet and wet room. The Learning Studio has a fire exit which is one of the main fire exit routes for the building.

Likelihood (L)	Severity (S)	Assessment Score
1=Improbable	1=Minor injury, damage or lost time	1 to 3 – Low Risk
2=Probable	2=First Aid,7-Day injury or ill health	4 to 5 – Medium Risk
3=Likely	3=Long term absence, major injury or death	6 to 9 - High Risk

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Slips, trips & falls on same level	Staff Visitors	The floor is in good condition and free from holes of other failure. Maintenance regime is in place Cleaning regime in place Wet weather or cleaning processes may give rise to underfoot slippery conditions	2	1	2	With Medium likelihood and low severity the principle control measure is identified as monitoring of conditions. Review staff induction training to cover visitor issues Instigate work place inspections and review process for clearing spillages or repairing damage. Planning of exhibits to consider safe separation with public and ensure that main walkways are kept clear and free of obstructions	1	1	1
Falling objects	Staff Visitors	All items are below head height with no overhead working expected to take place during opening hours	1	2	2	With low likelihood and low severity the principle control measure is identified as periodic review of conditions Planning and preparation of exhibits to consider placement of items and potential for falls from height of persons and goods.	1	1	1
Manual handling	Staff	No visitors are expected to undertake a	2	1	2	With low likelihood and low severity the	1	1	1

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		manual handling operation. Staff will carry goods from store room to foyer on regular basis				principle control measure is identified as monitoring of conditions Manual handling assessment to be completed.			
Display screen equipment	Staff	Use of DSE is low frequency and limited to cash tills only	1	1	1	With low likelihood and low severity the principle control measure is identified as periodic review of conditions DSE assessment to be completed	1	1	1
Noise	Staff	The area is a quiet area with any loud noises experienced of short duration and non-repetitive	1	1	1	With low likelihood and low severity the principle control measure is identified as periodic review of conditions.	1	1	1
Extremes of heat	Staff	Automatic doors close automatically to retain available heat. Space is a large area which dissipates heat radiated via the large windows present	1	1	1	With low likelihood and low severity the principle control measure is identified as periodic review of conditions	1	1	1
Hazardous substances	Staff	Staff do not use hazardous substances as part of their day to day activity	1	1	1	With low likelihood and low severity the principle control measure is identified as periodic review of conditions	1	1	1

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Criminal activity	Staff Visitors	No reported instance to date. Lone working does not take place	1	2	2	With medium likelihood and medium severity the principle control measure is identified as monitoring of conditions and review of systems in place Security issues to be considered within planning of exhibitions where high value art is present/displayed	1	2	2
Electricity	Staff	All equipment is not more than 2 years old and meets present day regulatory requirements Maintenance regime in place to complete PAT and periodic checks of the system Maintenance staff available to deal with any damage of breakdowns	1	1	1	With low likelihood and low severity the principle control measure is identified as periodic review of conditions. Regime of periodic testing of electrical system to be identified and instigated	1	1	1
Fire	Staff Visitors	Alarm system meets modern day requirements Maintenance regime in place	1	3	3	With low likelihood and high severity the principle control measure is identified as review of systems in place, contingencies or emergency planning.	1	3	3

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		Limited fuel present No smoking requirements in place				Fire risk assessment and fire management controls to be reviewed.			
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