

The Courtauld

The Courtauld Gallery Learning programmes

Email distribution List:

- ☐ Sarah Carne Programme Manager Gallery Learning
- ☐ Mark Willetts Learning Administrator The Courtauld

Activity Summary:

Please note:

The Courtauld Gallery Educators are experienced specialist educators, however they are only authorised to deliver this workshop/tour with a **Qualified Teacher or Group Leader present** throughout to support with class management and to take full responsibility for class discipline.

By confirming the booking and signing this document, the school/college/organisation agrees to the terms and accepts the risk assessment outlined below.

Hazard	Person/Group at Risk	Risk Score H/M/L	Control Measure/s
Risks relating to safeguarding of children and young people			

An individual who is inappropriate and unsafe to work with children in a position of responsibility	Participants and CG Staff & Educators	L	<ul style="list-style-type: none"> <input type="checkbox"/> All members of CG Learning staff and educators hold a satisfactory enhanced DBS check and work within the CG's Safeguarding Policy. <input type="checkbox"/> CG Educators and student assistants have been briefed on the CG's Safeguarding Policy by CG Learning staff and have been given an electronic copy of the guidelines for reference. <input type="checkbox"/> The school/college must ensure that the CG Educator is never left alone and a member of staff is present throughout the session. <input type="checkbox"/> Children must be escorted to the toilets by a teachers or responsible adult and supervised as necessary in both the gallery and Learning Centre.
Emotional and behavioural welfare of participants and CG Educators	Participants, CG staff & Educators	L	<ul style="list-style-type: none"> <input type="checkbox"/> Before the session begins, the school/college has been asked for basic information on the size of group and number of staff, SEND information and any specific issues with the group or individuals that CG staff or Educators should be aware of. <input type="checkbox"/> The school /college must ensure an appropriate number of staff is provided to support students and ensure their comfort and safety. <input type="checkbox"/> For gallery visits this is Ages 5 to 11 – 1:8 Ages 11 to 16 – 1:10 Ages 16-18 1:15 Over 18s – 1 responsible adult per group <input type="checkbox"/> The CG staff and Educators are not to be left in charge of a group under any circumstances and the Educator is instructed by CG staff to terminate the workshop immediately should this occur.

			<input type="checkbox"/> Aggressive visitor response procedures are upheld by duty security officers at The Courtauld Gallery.
At Somerset House			
Risks relating to accidents or injury (to a participant, educator or other member of staff)			
Injury from a slip, trip or fall in the grounds of Somerset House	Participants, CG staff & Educators	L	<p>Grounds inspected daily by security staff.</p> <input type="checkbox"/> The school/college is responsible for all students during their visit and fully qualified teaching staff or group leaders must be present at all times <input type="checkbox"/> The school/college will ensure there is an appropriate ratio of staff to students. <input type="checkbox"/> Security staff qualified to administer first aid always present on site.
Injury from a fall from the balustrades around the courtyard of Somerset House with a deep drop behind.	Participants, CG staff & Educators	M	<input type="checkbox"/> Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders

			<input type="checkbox"/> Signage is present informing visitors not to sit on balustrades. <input type="checkbox"/> Security patrol officers preventing any attempts to climb.
Students exiting the grounds unsupervised with risk of getting lost or potential abuse of children by adults	Participants	L	<input type="checkbox"/> Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders
Slip, trip or fall in the Learning Centre and Gallery (Institute)	Participants, CG staff and Educators	L	<input type="checkbox"/> Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders <input type="checkbox"/> First aider always present in the Institute
Burn or scald from using the facilities in the Learning Centre kitchen	Participants, CG staff and Educators	L	<input type="checkbox"/> Students must not enter the Learning Centre kitchen at any time. <input type="checkbox"/> The door to the kitchen must be kept closed. <input type="checkbox"/> Signage must be in place to clearly state no access for students.
Slip, trip or fall or confinement when using the toilets and cloakroom in the Learning Centre	Participants, CG staff and Educators	L	<input type="checkbox"/> Group must always be under the supervision of an accompanying responsible adult e.g. teachers, group leaders
Heavy objects falling in the gallery	Participants, CG staff and Educators	L	<input type="checkbox"/> Group must always be under the supervision of accompanying responsible adults e.g. teachers, group leaders <input type="checkbox"/> Galleries are cleaned and inspected by staff daily.

Injury or illness sustained using specialist equipment, handling objects or materials during a visit	Participants, CG staff & Educators	L	<input type="checkbox"/> CG Educators will introduce any specialist equipment e.g. compasses. <input type="checkbox"/> Condition of objects are monitored closely by members of staff. <input type="checkbox"/> Use of sharp objects minimized. <input type="checkbox"/> The teacher/group leader will be responsible for ensuring that students follow the instructions and guidance.
Fire within the building	Participants, CG staff & Educators	L	<input type="checkbox"/> School/college informed of fire evacuation procedures and fire marshalling point. <input type="checkbox"/> Courtauld Institute security and facilities staff check room as part of evacuation procedure.
Risks relating to damage of objects			
Damage to displays and financial risk to gallery	Participants, CG staff & Educators	L	<input type="checkbox"/> Group must always be under supervision of the responsible adults.
Risks relating to infectious illnesses			
Hygiene and cleanliness: a lack of hygiene and hand cleanliness raise the risk of infection.	Participants, CG staff & Educators	M	<ul style="list-style-type: none"> • Face coverings may be worn when required • Handwashing /sanitisation protocols to be followed • Good ventilation in the Learning Centre and Gallery
At School/College			
Risks relating to accidents or injury (to a participant,			

educator or other member of staff)			
Injury or illness including hospitalisation	Participants, CG staff & Learning Educators	L	<ul style="list-style-type: none"> The school/college is responsible for administering first aid to students in the event of an accident during a CG session or any ongoing health issues a student might have. The school/college is responsible for all pupils during CG workshop sessions and fully qualified teaching staff must be present at all times The school/college will ensure there is an appropriate ratio of staff to students.
Risks of trips or falls	Participants, CG staff & Learning Educators	L	<ul style="list-style-type: none"> Trip hazards will be monitored by CG educators and school/college staff during the session, educators will be made aware of any known hazards on arrival.
Risk of being trapped in a fire or other emergency	Participants, CG staff & Learning Educators	L	<ul style="list-style-type: none"> School staff will be asked to brief the CG educators on the school's fire and/or emergency evacuation procedures on arrival. In the event of a fire or other evacuation, the school's standard evacuation procedures will be followed, led by school staff. CG staff and educators are not responsible for supervising an evacuation.
Injury or illness sustained using specialist equipment or materials during a workshop	Participants, CG staff & Learning Educators	L	<ul style="list-style-type: none"> CG Educators will introduce any specialist equipment e.g. compasses. Use of sharp objects minimized.

			<ul style="list-style-type: none"> The teacher/group leader will be responsible for ensuring that students follow the instructions and guidance.
Risks relating to infectious illnesses			<ul style="list-style-type: none">
Hygiene and cleanliness: a lack of hygiene and hand cleanliness raise the risk of infection.	Participants, CG staff & Educators	M	<ul style="list-style-type: none"> Face coverings may be worn when required Handwashing /sanitisation good practice to be followed

On behalf of The Courtauld:

Signed by:

Print full name: Sarah Carne

Date:

Job title: Programme Manager Gallery Learning

Name of Institution: The Courtauld Institute