

# **Risk Assessment Guidance Notes**

## **Cartwright Hall Art Gallery, Lister Park, Bradford BD9 4NS**

This is for guidance only. It is recommended that all groups carry out their own risk assessment prior to any visit.

Cartwright Hall is a grade 2 listed building and was constructed in 1904. Much of the fabric of the building is the same as when it was built so there are marble floors, large mahogany doors and stone steps etc.

We have identified areas that could cause concern but we know that young people may surprise us with those we have not thought of.

- **Floors and Stairs**

Many of the floors are of wood, stone and marble. These are slippery and teachers should reinforce our request that **visitors should not run in the building**, this is especially important on the stairs which are made of smooth stone.

When sitting on the floor groups should always use the mats provided due to some of our floors being old and likely to splinter.

- **Art Works/ Display Cabinets**

Please remember that many artworks are valuable and shouldn't be touched as this may cause damage. Sculptures are sometimes made of materials with sharp edges. These are often roped off, but care must be taken when moving around the gallery or between exhibits.

- **Fire exits**

All groups should be made aware of the nearest fire exit & assembly point. Children should not leave the building unattended and young children should be supervised at all times by a responsible adult.

- **Doors**

Many doors are heavy and can swing together, please take care to avoid trapped fingers.

- **Doorstops**

The internal doors of the gallery are fitted with magnetic doorstops, which protrude from the floor at the side of each double door. These are a trip hazard please take care.

- **Toilets**

We recommend that school groups use the toilets on the ground floor and that children are accompanied to the toilets by a member of staff.

- **Gallery Shop**

The shop is situated in a busy corridor. Teachers should allow only small groups of 5 or 6 to make purchases during visits, at any given time.

- **First Aid**

We recommend that schools make their own arrangements for such provision as we are unable to guarantee that there will be a first aider on site.

- **Outside**

For groups using the park it is advisable to do a thorough outdoor risk assessment.

THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT

**For further information or help planning a visit to Cartwright Hall please contact:**

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