



Manchester
Metropolitan
University

GENERIC RISK ASSESSMENT

FACULTY Manchester School of Art	APPLICATION Benzie building (staff, students, contractors and visitors)
1) ACTIVITY Children visiting the above buildings	
2) PERSONS AT RISK Children up to 16 years of age	
3) HAZARDS The building has been designed and constructed in accordance with the relevant regulations and standards in force at the time of completion, May 2013. Workshops present a high risk of harm to children.	
4) RISK CONTROL METHODS Children (persons under 16 years old) are generally prohibited from university premises except when they are: <ul style="list-style-type: none">• Visiting facilities specially designed for children• Attending events open to the general public• On an organised educational visit• Work experience placement• Visiting a low risk area* for a short period <p>The above exceptions to the general prohibition will require an appropriate consideration of the risks. An assessment must be constructed relevant to the activity being undertaken. The area responsible for the activity shall construct the risk assessment prior to the above named activity-taking place. There is no requirement to undertake a risk assessment for a short-term visit to low risk areas.</p> <p>The following risk control measures have been put in place to control the risk to an acceptable level:</p>	

- All children under 10 years of age must be supervised at all times by a parent/guardian
- Children, including babes in arms, those secured in push chairs and 10 years and over are permitted to visit low risk areas* for a short period so long as they being supervised by a parent/guardian
- Appropriate cautionary notices of the possible risk to children are prominently displayed at the entrances to the faculty buildings
- University and faculty literature will bring to the attention of all potential visitors the need to exercise caution in respect of children due to the nature of the teaching and research activities undertaken and to ensure that effective supervision is exercised for children under ten on landings and stairs.
- All staff based in the faculty buildings will receive a copy of the generic risk assessment
- Children are not allowed in any of the workshop areas

* Low risk relates to areas where the potential risk of harm is generally low so long as adequate controls are in place. Examples of low risk areas include offices, lecture theatres, toilets and computer drop-in facilities.

5) FURTHER ACTION REQUIRED

The Faculty will notify prospective visitors in advance of the Faculty and University Policy on access to its premises.

NAME AND TITLE OF ASSESSOR Marion Poulton Group Technical Manager	SIGNATURE	DATE 28.10.15
This risk assessment will be subject to a formal annual review. Departments will be expected to feed any compliance difficulties into the review process.		REVIEW DATE 28.10.16
NAME OF DEAN/DEPUTY PRO-VICE CHANCELLOR Penny Macbeth	SIGNATURE	DATE



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GENERIC RISK ASSESSMENT

FACULTY Manchester School of Art	APPLICATION Chatham Building(staff, students, contractors and visitors)
1) ACTIVITY Children visiting the above buildings	
2) PERSONS AT RISK Children up to 16 years of age	
3) HAZARDS Falls from landings and staircases. The gaps between the vertical stair rods in many areas exceeds limits permitted for children under 10. The gaps between the rods are 235mm suggested gaps for under 5years are 100mm and under 10 years 120mm. The handrail heights do not comply with the required 900mm for stairs and 1000mm for landings. The balustrading is capable of being climbed. Workshops present a high risk of harm to children.	
4) RISK CONTROL METHODS Children (persons under 16 years old) are generally prohibited from university premises except when they are: <ul style="list-style-type: none">• Visiting facilities specially designed for children• Attending events open to the general public• On an organised educational visit• Work experience placement• Visiting a low risk area* for a short period The above exceptions to the general prohibition will require an appropriate consideration of the risks. An assessment must be constructed relevant to the activity being undertaken. The department responsible for the activity shall construct the risk assessment prior to the above named activity-taking place. There is no requirement to undertake a risk assessment for a short-term visit to low risk areas.	

A survey of the faculty buildings have identified a particular risk of falls to children under the age of 10 years of age from landings, stairways and windows. The following risk control measures have been put in place to control the risk to an acceptable level:

- All children under 10 years of age must be supervised at all times by a parent/guardian
- The preferred method of travelling between floors is via the lifts
- Children, including babes in arms, those secured in push chairs and 10 years and over are permitted to visit low risk areas* for a short period so long as they being supervised by a parent/guardian
- Appropriate cautionary notices of the possible risk to children are prominently displayed at the entrances to the faculty buildings
- University and faculty literature will bring to the attention of all potential visitors the need to exercise caution in respect of children due to the nature of the teaching and research activities undertaken and to ensure that effective supervision is exercised for children under ten on landings and stairs.
- All staff based in the faculty buildings will receive a copy of the generic risk assessment
- Children are not allowed in any of the workshop areas as they are deemed high risk.

* Low risk relates to areas where the potential risk of harm is generally low so long as adequate controls are in place. Examples of low risk areas include offices, lecture theatres, toilets and computer drop-in facilities.

5) FURTHER ACTION REQUIRED

The Faculty will inform prospective visitors via its website of the Faculty and University Policy on access to its premises.

NAME AND TITLE OF ASSESSOR Marion Poulton Group Technical Manager	SIGNATURE	DATE 28.10.2015
This risk assessment will be subject to a formal annual review. Departments will be expected to feed any compliance difficulties into the review process.		REVIEW DATE 28.10.2016
NAME OF DEAN/DEPUTY PRO-VICE CHANCELLOR Penny Macbeth	SIGNATURE	DATE



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RISK ASSESSMENT

FACULTY Manchester School of Art	DEPARTMENT Grosvenor Building
1) ACTIVITY Access for Children	
2) PERSONS AT RISK Children under 16 years of age	
3) HAZARDS Falls from staircases and landings. A number of the gaps on the balustrades exceed set limits. Workshops present a higher risk of harm to children under 16 years of age	
4) RISK CONTROL METHODS A survey of the Faculty buildings has identified a particular risk of falls to children under the age of 10 years from landings, stairways and windows. The following risk control measures have been put in place to control the risk : <ul style="list-style-type: none">• All children under 10 years of age must be supervised at all times by a parent/guardian• Children, including babes in arms, those secured in push chairs and 10 years and under are permitted to visit low risk areas* for a short period so long as they being supervised by a parent/guardian• Appropriate cautionary notices of the possible risk to children are prominently displayed at the entrances to the Faculty buildings• University and faculty literature will bring to the attention of all potential visitors the need to exercise caution in respect of children due to the nature of the teaching and research activities undertaken and to ensure that effective supervision is exercised for children under ten on landings and stairs.• All staff based in the Faculty buildings will receive a copy of the generic risk assessment	

- Children are not allowed in any of the workshop areas.

In general children under 16 years of age are prohibited from University buildings
 In special circumstances i.e. Faculty visits and shows under 16s may be admitted to the Holden gallery and show areas of Manchester School of Art whilst under the supervision of an accompanying adult.

* Low risk relates to areas where the potential risk of harm is generally low so long as adequate controls are in place. Examples of low risk areas include offices, lecture theatres, toilets and computer drop-in facilities

Children are not allowed in any of the workshop areas as the risk in such areas is deemed high.

5) FURTHER ACTION REQUIRED

The Faculty will inform prospective visitors to the Faculty of the University policy on the safety of children on its premises via its website.

NAME AND TITLE OF ASSESSOR	SIGNATURE	DATE
Marion Poulton Group Technical Manager Art and Design and Cheshire Campus		28.10.2015
This risk assessment will be subject to a formal annual review. Departments will be expected to feed any compliance difficulties into the review process		REVIEW DATE 28.10.16
NAME OF DEAN/DEPUTY PRO VICE CHANCELLOR Penny Macbeth		DATE