SCHOOL VISITS TO SERPENTINE RISK ASSESSMENT GUIDANCE

**This Document is for Guidance Only**

Group leaders are recommended to visit in advance to carry out their own assessment.

**Group bookings Covid-19 safety**

At this time groups of up to 12 people can book to visit the gallery.

On arrival each group must split into smaller groups of 6, and each group must include one adult. Only one group of 6 is able to visit an exhibition at any one time.

We suggest planning ahead and splitting your time between exhibitions in Serpentine North, Serpentine South, Serpentine Pavilion (June-Oct) and our public art sculpture in the park.

Please email [**information@serpentinegalleries.org**](mailto:information@serpentinegalleries.org)orcall **020 7402 6075** for further information

* The school staff are responsible for their children or young people at all times.
* Each group must have an appointed leader (a teacher or responsible adult).
* All group leaders should carry a list of the children or young people in their groups.
* If children or young people are divided into smaller teams, group leaders should set regular meeting times and places to check attendance.
* A member of the Visitor Experience team, on site at all times during public opening hours, are trained in first aid and emergency procedures.
* Level of risk is considered LOW.

We ask that you follow these guidelines of adult to student ratios:

* 1:5 for students under 5 years old
* 1:10 for students under 11 years old
* 1:15 for students aged 11-16 years old
* 1:20 for students aged 16-18 years old

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| AREA | HAZARD | ACTION |
| Arrival at the Galleries | * Visitors with disability * Trips, slips and falls * Traffic on the public highway | * Group under supervision of accompanying adults * Children lined up to cross the road * Children to line up against the railings before proceeding calmly to the Gallery   entrance |
| Inside Serpentine | * Fire | * Gallery Hosts trained in emergency procedures. Fire escape routes clearly marked. * All areas and facilities are fully accessible. * Notify gallery in advance of visitors with special requirements. * Group under close supervision of accompanying adults and behaving appropriately (i.e. no running, climbing). * No food or drink to be brought into the Gallery. * Building inspected daily by gallery staff. * Spillages to be cleaned immediately by gallery staff. * Participants to be advised to take extra care in wet weather. * Gallery Assistants are first aid trained. * Group leaders should be aware of their group’s whereabouts at all times and are responsible for ensuring adequate provision of responsible adults to supervise the children. * All accompanying adults to beware the venue is a public building and of the possible hazards. * All accompanying adults to check their groups regularly. * Group to set clear meeting times and places. * All accompanying adults to be aware that   works of art are not to |
|  | * Visitors with disability * Trips, slips and falls |
|  | * Children wandering away from their group * Lost children * Abduction * Damage to exhibits |

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|  |  | be touched except when otherwise noted.   * No chewing gum in the galleries. |
| Public Toilets | * Trips, slips and falls * Need for adult assistance * Misbehavior, including smoking | * Toilets cleaned and inspected at regular intervals throughout the day * Procedures in place for cleaning up spillages * Children to be supervised by school staff when using the toilets. * No smoking anywhere in   the building |
| The Magazine  Restaurant, Serpentine | * Trips, slips and falls * Theft | * Group under supervision of accompanying adults * Procedure in place for cleaning up spillages. * Group under close supervision of accompanying adults and behaving appropriately (i.e. no   running, climbing). |
| North Shop |  |
| and Koenig Bookshop |  |
| Packed Lunches | * Crossing public highways to reach public areas outdoors for groups to have   lunch | * No packed lunches to be eaten in any other part of the Galleries. * Safe use of pedestrian crossings and pavements. |

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