

Activity	Public visiting Cekca Het:Trans Panic exhibition by Rhiannon Lowe in main gallery space
Start date	16 July 2021
Duration	16 July - 28 August 2021
Location	Mission Gallery, Gloucester Place, Maritime Quarter, Swansea, SA1 1TY
Completed by	Ceri Jones
Document date	15 July 2021
Manager Signature	

- Legislation / Management Standards referred to: Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999
- We use a risk matrix to evaluate the risk level of a potential incident, all incidents are rated 1 – 25, anything over 20 is unacceptable
- Risk assessment shared with exhibiting artist, Rhiannon Lowe
- Risk assessment made available to visiting public, both online and in printed format.

Hazard	People at Risk	Consequence of Hazard	Current Measure and Actions	Risk Rating (Based on current measures)	Who is responsible	Further Actions Needed
Dimly lit exhibition space	Staff on site Visitors on site	Clarity of usual vision and, thus, of balance / sense of distance from objects compromised leading to tripping	Maintaining clear walkways through the space, entrance open allowing light in, medium light levels maintained	9 (3 x 3)	Staff on site Visitors on site	Monitor visitor experience during opening day(s) and review / alter lighting levels accordingly
Dimly lit exhibition space	Staff on site Visitors on site	Clarity of usual vision and, thus, of balance affected leading to headaches / dizziness	Verbal and written warning of lighting conditions made available to visitors	6 (3 x 2)	Staff on site Visitors on site	Monitor visitor experience during opening day(s) and review / alter lighting levels accordingly
Uneven lighting (caused by moving projections)	Staff on site Visitors on site	Clarity of usual vision and, thus, of balance / sense of distance from objects compromised leading to tripping	Maintaining clear walkways through the space, entrance open allowing natural light in, fixed levels of lighting maintained	9 (3 x 3)	Staff on site Visitors on site	Monitor visitor experience during opening day(s) and review / alter lighting levels accordingly
Uneven lighting (caused by moving projections)	Staff on site Visitors on site	Clarity of usual vision and, thus, of balance affected leading to headaches / dizziness	Verbal and written warning of lighting conditions made available to visitors	6 (3 x 2)	Staff on site Visitors on site	Monitor visitor experience during opening day(s) and review / alter lighting levels accordingly

Multi-directional noise	Staff on site Visitors on site	Audio causes ill effect which may lead to headaches / dizziness / other; audio adversely affects users of hearing aids	Verbal and written warning of sound elements made available to visitors; volume monitored	9 (3 x 3)	Staff on site Visitors on site	Monitor visitor experience ongoing; review and alter sound levels accordingly; potential to turn sound off on specific visitor request
Flashing light effects, multi-directional	Staff on site Visitors on site	Clarity of usual vision and, thus, of balance affected, leading to headaches / dizziness or to tripping	Verbal and written warning of lighting effects made available to visitors	9 (3 x 3)	Staff on site Visitors on site	Monitor visitor experience during opening day(s) and review use /timing of projectors accordingly
Projectors over-heat	Staff on site Visitors on site	Projector may become very hot to touch, potential for burns, (if projector becomes faulty and over-heats)	Written warning and request for visitors not to touch projectors made available to visitors	8 (4 x 2)	Staff on site Visitors on site	Regular checks by staff that projectors are not covered and to monitor over-heating; projectors to be turned off at intervals if over-heating occurs; projectors to be removed if become defective in any way
Floor level, irregular objects	Staff on site Visitors on site	Tripping over objects	Walkways through exhibition are kept clear; floor taping used in some areas to define walkway; light monitoring of	6 (3 x 2)	Staff on site Visitors on site	Regular checks of objects by staff to ensure that walkways are kept clear; increase staff monitoring levels within the gallery space if needed

			visitors by staff			
Multitude of electrical components, cabling and wiring	Staff on site Visitors on site	Electricians tripping or circuits being overloaded or faulty connections or wiring causing electrical fire	All equipment PAT tested prior to installation; additional sockets installed by electrician ahead of installation, in order to spread the load; electrical safety inspection booked in to inspect fully installed exhibition	10 (5 x 2)	Ceri Jones, Rhian Wyn Stone	Correct any flaws in set-up identified by electrical safety inspection; remove any unsafe or insecure components identified by inspection; monitor and review all equipment following advice from electrical inspectors
Multitude of electrical components, cabling and wiring	Staff on site Visitors on site	Individuals fiddling with any cabling, wiring, connections or sockets that may be unsafe or unstable, causing electric shock	All equipment PAT tested prior to installation; electrical safety inspection booked in to inspect fully installed exhibition; no cables carrying voltage are exposed; staff made aware of potential hazard; visitors requested not to	10 (5 x 2)	Staff on site Visitors on site	Regular checks of cabling by staff to ensure it's tied and taped securely; monitor visitor behaviour to the exhibition and increase vigilance / monitoring as required; potentially cordon off or use trunking or panelling to conceal cabling or equipment if visitor behaviour is irresponsible.

			touch equipment and cabling via written sign at entrance to gallery			
Glass objects in easy reach	Staff on site Visitors on site	Individuals picking up or breaking glass objects and causing injury to themselves or others	Staff made aware of potential hazard; visitors requested not to touch objects, via written notice	10 (5 x 2)	Ceri Jones, Rhian Wyn Stone, artist	Monitor visitors to exhibition, intervene if any visitors handle the objects; review and remove objects from exhibition if deemed to be unsafe as a consequence of repeated intervention / handling by visitors

Drafted by: Ceri Jones

Date: 15 July 2021

Checked by: Rhian Wyn Stone

Date: 16 July 2021

To be reviewed: 21 July 2021.