

MARCH & DISTRICT MUSEUM

RISK ASSESSMENT for School Groups visiting the Museum

Please note this risk assessment is for guidance only – teachers are recommended to visit the Museum and complete their own assessment to meet the specific needs of the group.

Activity/ process/ operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?
1. Arrival at the Museum	Entrance step	Slipping Tripping Falling <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> • Visiting schools are informed about the step and asked to take care when entering the Museum. • Teachers are advised to ask children to walk not run. • A ramp is provided as an alternative entrance. • Schools are asked to provide appropriate adult supervision for the group.
	Doors	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> • Effective adult supervision. • Suggest door monitors - to hold doors open if windy.
	People	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> • Visiting groups are asked to enter the Museum carefully and sensibly. • Group visit numbers are limited to avoid overcrowding. • School visits are arranged outside normal Museum opening times.

2. Taking off coats	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Numbers limited in this space – group to be split into smaller sub-groups. Careful adult supervision. Children reminded to take care of coats and each other.
3. Using the toilet. This is an accessible toilet	Sliding door	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision by a member of the school staff or school volunteer
4. In the Museum	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> Careful adult supervision
	Display cases	Bruising (if walked into) Cuts (if glass broken) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision. Children reminded to walk at all times. Children asked not lean on display cases.
	Floor surfaces	Slipping Tripping <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision. Children reminded to walk at all times.
	People	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Visiting groups are asked to enter the Museum carefully and sensibly. Group visit numbers are limited to avoid overcrowding. School visits are arranged outside normal Museum opening times.
	Fire	Burning Choking <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Fire alarms in Museum Fire alarms regularly tested Clear evacuation procedures Museum volunteers to escort visitors from building

5. In the Cottage/ Privy/ Forge	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> Careful adult supervision
6 Activities				<ul style="list-style-type: none">
Wash day	Mangle operation	Trapped fingers Tripping Crushing Bumping Bruising <i>Risk to: children</i>	M	<ul style="list-style-type: none"> Numbers limited in this space – group to be split into smaller sub-groups. Careful adult supervision. Children asked to stand well clear of machinery when not actually operating the mangle.
Privy	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> Careful adult supervision
Forge	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> Careful adult supervision
	Loose tools	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> Careful adult supervision
Toys	Skipping rope	Tripping Bruising	L	<ul style="list-style-type: none"> Careful adult supervision One child at a time
	Spinning top	Bruising	L	<ul style="list-style-type: none"> Museum demonstration only
	Ball and cup	Bruising	M	<ul style="list-style-type: none"> Careful adult supervision
	Five stones	Bruising	L	<ul style="list-style-type: none"> Careful adult supervision One child at a time
7. Leaving the Museum	Please refer to sections 1 and 2 of risk assessment			<ul style="list-style-type: none">

