

# 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"> <li>• Visiting schools are informed about the step and asked to take care when entering the Museum.</li> <li>• Teachers are advised to ask children to walk not run.</li> <li>• A ramp is provided as an alternative entrance.</li> <li>• Schools are asked to provide appropriate adult supervision for the group.</li> </ul>
	Doors	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> <li>• Effective adult supervision.</li> <li>• Suggest door monitors - to hold doors open if windy.</li> </ul>
	People	Tripping Crushing Bumping Bruising  <i>Risk to: children and visiting adults</i>	L	<ul style="list-style-type: none"> <li>• Visiting groups are asked to enter the Museum carefully and sensibly.</li> <li>• Group visit numbers are limited to avoid overcrowding.</li> <li>• School visits are arranged outside normal Museum opening times.</li> </ul>

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"> <li>Numbers limited in this space – group to be split into smaller sub-groups.</li> <li>Careful adult supervision.</li> <li>Children reminded to take care of coats and each other.</li> </ul>
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"> <li>Effective adult supervision by a member of the school staff or school volunteer</li> </ul>
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"> <li>Careful adult supervision</li> </ul>
	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"> <li>Effective adult supervision.</li> <li>Children reminded to walk at all times.</li> <li>Children asked not lean on display cases.</li> </ul>
	Floor surfaces	Slipping Tripping  <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> <li>Effective adult supervision.</li> <li>Children reminded to walk at all times.</li> </ul>
	People	Tripping Crushing Bumping Bruising  <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> <li>Visiting groups are asked to enter the Museum carefully and sensibly.</li> <li>Group visit numbers are limited to avoid overcrowding.</li> <li>School visits are arranged outside normal Museum opening times.</li> </ul>
	Fire	Burning Choking  <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> <li>Fire alarms in Museum</li> <li>Fire alarms regularly tested</li> <li>Clear evacuation procedures</li> <li>Museum volunteers to escort visitors from building</li> </ul>

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

