

## Risk Assessment for adaptation by schools – Museum Education Visit



<b>Employee Name or Team:</b>	Annalise Taylor
<b>Job Title:</b>	Museum Education Officer
<b>Service:</b>	Community and Resilience
<b>Assessing Manager's Name:</b>	Katy Blows
<b>Assessing Manager's Job Title:</b>	Museum Manager
<b>Date Assessment Completed:</b>	24/09/2024

Risk Definitions	Assessment
<b>L</b>	<b>Low</b> : minor injuries requiring first aid – for example, grazes or minor cuts
<b>M</b>	<b>Medium</b> : an injury requiring further medical assistance – for example cuts needing stiches or broken bones
<b>H</b>	<b>High</b> : major injuries, such as paralysis or death
<b>N/A</b>	Not applicable to current job
<b>Residual Risk</b>	Residual risk is the level of risk that remains after suitable control measures are introduced

Assess the risk of each activity between Low, Medium or High. Following introduction of risk control measures reassess for residual risk.

Activity	Person at risk	Significant Hazards	Risk			Risk Control Measures	Residual Risk			N/A
			L	M	H		L	M	H	
Walking in museum and gardens	Pupils and teachers	Minor injury due to slips, trips and falls caused by distraction, old building therefore some uneven surfaces.	L			Due care and attention from teachers, helpers and pupils. Adequate supervision – 1 teacher per group + 1 museum volunteer per activity. Visitors should walk and never run inside the Museum buildings. Pupils must not attempt to climb on the bicycles. Activity space to be assessed before each session and items moved where necessary to create a safe space. Maintenance of pathways. Temporary hazards signed with yellow signs / cones.	L			
Coach set down	Students Teachers	Injury from traffic accident.			H	Due care and attention from teachers, helpers and pupils. Coaches will go into car park (rear of museum) when possible.	L			

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Inside the museum	Students	Lost children		M		Due care and attention from teachers, helpers and pupils. Appropriate supervision ratios. Pupils should be advised to find a member of museum staff who can help them locate their group. Staff are identified by uniform and lanyards.	L			
Inside the museum	Students	Unsupervised interaction between pupils and other visitors.		M		Teachers/helpers to supervise pupils at all times including in toilet areas.	L			
Fire/major incident or accident in the building	All	Severe personal injury / danger to life.			H	Education Officer to brief teachers /helpers as to the evacuation procedure. The Museum must be notified at the time of booking of any condition that may impair swift evacuation.	L			
Object handling	Students	Minor injury when handling heavy or fragile objects	L			Pupils to listen to and follow clear instructions and guidance given by Museum assistants / session leaders on safe handling of objects. The Museum must be notified at the time of booking of any known allergies.	L			
Walking in garden	Pupils and teachers	Insect bite / sting	L			The Museum must be notified at the time of booking of any known allergies. Specific treatment eg Epipen is the responsibility of the school.	L			
Walking in garden	Pupils and teachers	Eating poisonous plant			H	Any plants identified as specifically hazardous will be labelled. Risk highlighted before entering garden and pupils told not to touch any plants or put anything in their mouths. Pupils supervised at all times. Pupils to wash hands after playing in the garden / handling plants. First aider on site.	L			

**PLEASE CONTACT THE EDUCATION OFFICER FOR DETAILS OF SPECIFIC ACTIVITIES PLANNED FOR YOUR VISIT.**

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<i>Sign and file for reference</i>			
<i>Employee's Signature:</i>	<i>Annalise Taylor</i>	<i>Date:</i>	<i>24/09/2024</i>
<i>Line Manager's Signature:</i>	<i>Katy Blows</i>	<i>Date:</i>	<i>28/09/2024</i>

***Date for revision: Annually or if any significant changes occur - Ensure review date recorded***

***September 2025***