



Risk Assessment

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Moving children between the coach/ car park bay and the Museum	All visitors, including persons with disabilities	The 'Coach park' is situated in a location where there is minimum traffic flow. An adult from the school shall position themselves, between the coach and the path so that any vehicle will stop. The children are directed to the path from the bus, where they move directly into the building. Children are supervised directly by the adults present.	Low	<ul style="list-style-type: none"> Adequate supervision of children from coach to entrance
Slips and trips when moving between the 'coach park' bay and the Museum	Children / Adults	Children move between these locations in daylight hours and therefore have sufficient light to see. Children should be supervised directly by the adults present from the school.	Low	
Slips and trips in the Museum	Children / Adults	Adequate space is given between exhibits for access/egress. The floor area is flat reducing the likelihood of trip hazards. The floor is cleaned regularly, and signs are used. Children should be supervised directly by the adults provided from the school. A first aider is on site at all times.	Low	<ul style="list-style-type: none"> Light levels appear suitable for the purpose.

What are the hazards? What could happen? Please list	Who is particularly at risk	Existing control measures	Risk (after precautions have been taken) High/Medium/Low	Further action required to reduce risk to an acceptable level
Fire	Children / Adults	A fire risk assessment is in place for this building and held in the Museum. Fire arrangements are tested and practised regularly. The supervising teacher responsible for this activity should hold a list of children present. Before the party enters the site each adult should be assigned a number of children for whom they are responsible. Each school representative adult should ensure that the children who they have been assigned exit the building with them, following the directions of the museum staff.	Low	<ul style="list-style-type: none"> Schools introduction includes fire evacuation procedures.
Children's security issues	Children / Adults	The school provided adult is constantly supervising these children to ensure that they behave in the correct manner and to check that they do not wander off or enter locations where they should not be.	Low	<ul style="list-style-type: none"> All LT staff are CRB checked
Exhibitions falling over objects falling from the wall.	Children / Adults	All displays and objects in the museum are inspected by staff during general duties and cleaning and maintenance duties. Floors and cases are cleaned and maintained in safe condition. Children should be supervised directly by adults provided from the school.	Low	
Activities taking place in the education centre – Handling of artefacts and paperwork	Children	Children should be supervised during all activities. Children should be seated when in this area. Tables and chairs are adequately spaced out to reduce risk of tripping and for wheelchair users. The area is well lit and is kept tidy.	Low	