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|  | | **RISK ASSESSMENT CHECKLIST: Schools and Groups Visiting the Museum** | | |
| Date: May 2018 | Last review date: May 2021 | | Prepared by: Victoria McGrath  (Learning & Audience Development Officer) | Approved by: Laura Irwin  (Curator & Executive Officer) |

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| \*A risk’s ‘Risk rating’ (out of nine) is determined by multiplying the scores for **Severity of Injury** by **Likelihood of Occurrence**.  E.g. A risk that could result in *Injury requiring medical treatment* that is likely to occur *occasionally* would be 2x2, giving a Risk Rating of 4. | | | |
| **Score** | **3** | **2** | **1** |
| **Severity of Injury** | Major injury or death. | Injury requiring medical treatment. | Minor or no injury. |
| **Likelihood of occurrence** | Regular exposure of person to hazard. | Occasional exposure of person to hazard. | Very rare exposure to hazard. |

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| **Description and location of hazard** | **Who is Affected** | **Existing control measures** | **Severity** | **Likelihood** | **Risk Rating\*** | **Comments/ Actions** | **Person(s) Responsible** |
| If a child and/or accompanying adult is ill or has an accident of any sort. | Visiting children and/or accompanying adults | * Children to be accompanied by adults at all times and supervised by the teachers/lead adult * Schools/Groups to bring their own first aider and first aid kits * Trained first aiders: library staff * LADO has first aid training * First Aid Kits in Museum Office * Volunteers trained to know what to do in an emergency * Ensure that museum objects that are not behind glass have clear signage to ensure visitors do not touch, to minimise potential for injury * Teachers/Lead adult to enforce appropriate behaviour in the Museum, as outlined in the learning workshops terms and conditions. | 2-3 | 2-1 | 2-6 | * Check for obvious faults/risks when setting up the Museum * Source first aid training for new CEO | CEO/LADO |
| Child and Vulnerable Adult Protection | All | * CEO and LADO have Enhanced DBS Check * No volunteers are left on their own * No children/vulnerable adults to be left alone – school staff/adults must be with the children at all times, including taking children to the public toilets | 3 | 1 | 3 | Ensure best practice, as outlined by Child and Vulnerable Adult Protection Policy | CEO/LADO |
| Injury due to over crowding | All | * All learning workshops have a maximum capacity of 30 children plus accompanying adults. * Any groups above this size will need to be split across two workshops | 2 | 1 | 2 |  | LADO |
| Injury due to use of handling collection | All | * Children and adults shown to handle objects properly by LADO, so to minimise risk of injury and damage * LADO reserves the right to remove objects and/or activities if the children and/or adults do not follow instructions and are putting themselves and/or objects at risk. | 1 | 1 | 1 |  | LADO |
| Slips and Trip Hazards | All | * Minimise when setting up Museum in the morning, and when settling up for workshops * LADO to advise children and adults to walk up stairs to museum sensible and hold on to the hand rail as needed, when met at the main entrance to the OTH * LADO to ask children/adults to hold doors open as they walk up to the Museum to minimise potential for injury by walking into doors | 2 | 1 | 2 | Brief all staff/visitors so they are aware of any potential risks and can take measures to avoid them as needed | LADO |
| Missing child or abduction. | Visitors | * In the unlikely event of a missing or abducted person museum staff will be alerted and in turn alert Library Staff and police will be called once a sweep of the building has been conducted. * Children are in the ‘duty of care’ of their teachers during the visit and must be supervised at all time in the museum. * To prevent a child being left behind, the teachers should do a ‘head count’ before leaving the premises. In the unlikely event a child is left behind, the school will be contacted. The child will be supervised by the Education Officer until the class teacher or parent/guardian comes to collect. * The teachers should not only do a ‘head count’ but instil an adequate ratio of staff to children, as outlined in the learning workshop terms and conditions | 1 | 1 | 1 |  | LADO |
| Verbal/physical abuse:   * between children, * towards them from members of the public * or from children/ * accompanying adults to Museum Staff and/or Volunteers | All | * As per the learning workshop terms and conditions, the lead teacher is expected to manage the children’s and accompanying adults’ behaviour during the visit * As per the terms and conditions, if the behaviour is not acceptable, the LADO reserves the right to end the workshop and/or ask the disruptive individuals to be removed from the Museum. * The majority of the workshops will take place before the Museum opens at 11am to minimise contact with the public | 1 | 2 | 2 |  | LADO |
| Fire or any other emergency. | All | All staff are aware of the emergency procedures and give due regard to the safety of all visitors and staff including children and vulnerable adults during an evacuation. | 1 | 1 | 1 |  | CEO/LADO/Trustees present |