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| Museum of Richmond |  |
| **RISK ASSESSMENT CHECKLIST** | **School Visits to the Museum** |
|  | Date: 10 August 2016 |

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|  | **Description and location of hazard** | **Existing control measures** | 1. **Likely severity of injury**   **(1 to 3)** | 1. **Likely occurrence (1 to 3)** | **Risk Rating**  **(A) x (B)** | **Comments/ Actions** |
| **General** | If a child is taken ill or has an accident of any sort. | School children are to be supervised by their teachers in the galleries. Teachers are with the children at all times.  If a child is taken ill or is injured there are qualified First Aiders on the staff and one or more will be on duty at all times. All other staff and volunteers are trained in museum health and safety and know who to ask for First Aid and where all the First Aid kits are. There is a First Aid kit in the staff office and notices posted as to where to obtain help. | 1 [2?]] | 1 | 1 [2] | Check for obvious risks when making the daily inspections of galleries.  Low risk because teachers are supervising in galleries. |
| Any injury due to overcrowding. | Museum staff are aware of how many children will be in the galleries at any one time. We do not take school bookings which exceed our recommended capacity. | 1 | 1 | 1 |  |
| Lost child. | Children are in the care of their teachers during the visit and must be supervised at all times in the Museum.  To prevent a child being left behind, 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 Learning Officer until the class teacher or parent/guardian comes to collect the child. | 1 | 1 | 1 |  |
| Missing child/ abduction. | Children are in the care of their teachers during the visit and must be supervised at all times in the Museum.  The teachers should not only do a ‘head count’ but provide an adequate ratio off staff to children.  In the unlikely event of a missing child, Museum staff will be alerted and police will be called once a sweep of the building has been conducted. | 1 | 1 | 1 | The Museum suggests a 1-10 ratio for Reception, Infants and Primary visits and 1-15 for Secondary visits |
| Fire or any other emergency. | All staff are aware of the emergency procedures and will give due regard to the safety of children and vulnerable adults during an evacuation. | 1 | 1 | 1 |  |
| **Museum space** | Collision with furniture in the galleries. | As objects are behind glass cabinets but also out on display, children should be made aware by their teachers of the Museum layout and be advised to walk sensibly around the galleries. Museum staff will also make this clear. | 1 | 1 | 1 |  |
| Disabled-access. | The building is disabled-access friendly. If a child does have mobility issues there are lifts in the building. The teachers must notify Museum staff before the school session that it a disabled child will be present. | 1 | 1 | 1 |  |
| Toilets. | There is one unisex toilet on the first floor which is open to the members of the public. It is the responsibility of the teacher to supervise and chaperone the child should they wish to use the toilet facilities. | 1 | 1 | 1 |  |
| Falling from mezzanine level. | Children are supervised by teachers which should prevent this from happening. If a gallery assistant or member of Museum staff sees a child climbing on the banister on the mezzanine or the staircases, they must tell the child to get down. | 3 [2?] | 1 | 3 [2] |  |
| Falling down the stairs. | Children should be asked by their teacher to walk in single-file on the staircases, not to run. They should be supervised by teachers as they go up and down the staircases. If a gallery assistant or member of Museum staff sees a child climbing on the banister from the mezzanine or staircases, they must tell the child to get down. | 3 [2?] | 1 | 3 [2] |  |
| Heavy doors. | The main entrance doors to the Old Town Hall are heavy and awkward. Teachers are required to make sure that they are held open as their group enters and leaves the building. | 1 | 1 | 1 |  |
| **During the school session** | Appropriate vetting for Museum teaching staff to ensure no unsuitable individuals are in contact with children. | Museum staff hold current DBS certificates. They are trained in child protection and health and safety measures. They are identified with badges. | 1 | 1 | 1 |  |
| Verbal/physical abuse between children, or towards them from members of the public or they could direct abuse at teachers or museum staff. | Teachers are expected to inform the children about appropriate behaviour in a museum setting. To prevent misuse of objects and disruptive behaviour, children will be reminded of the rules at the start of the session by Museum staff. | 1 | 1 | 1 |  |
| Walking/running with equipment. | 1 | 1 | 1 |  |
| Cuts from broken pottery or glass from the handling areas. | Old shards are not sharp having been well worn over the years; new breakages are possible but with adequate supervision should not occur. | 1 | 1 | 1 |  |

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| **Score** | **3** | **2** | **1** |
| **Column A: Severity of injury** | Major injury or death. | Injury requiring medical treatment. | Minor or no injury. |
| **Column B: Likely occurrence** | Regular exposure of several children to hazard. | Occasional exposure of a few children to hazard. | Very rare exposure to hazard. |

**If you do have any queries and wish to do your own pre-visit risk assessment, please visit the Museum. We are open on Tuesday-Friday 11am-5pm and on Saturday 11am-4pm or 5pm during the Summer.**