

## Learning Visits & Sessions Risk Assessment (Updated Feb 2024)

Work Activity / Task:	School Visits and Sessions
<b>Location:</b>	<p><b>Museum</b> The museum building was built in the early 20<sup>th</sup> century and was previously used as a gasworks workshop and offices, but is now used as a museum. The building has undergone a refurbishment in the past decade and has new facilities, such as a lift for wheelchair users to access the second floor. The museum has a number of display galleries and spaces, mostly on the upper floor. There are also temporary exhibition spaces on the ground floor alongside the large covered courtyard area. Adjacent to the museum is a small cottage, named ‘Clara’s Cottage’, which is set up like a late Victorian home. As this is an original building, it is not wheelchair friendly and cannot accommodate larger numbers at once (up to 10 children at any one time).</p> <p><b>Learning Space</b> The museum has a dedicated hireable ‘Learning Space’, which is used for school sessions and lunches (as well as other events and activities). Sessions take place in this separate room, which has doors at both ends and a sink area in one corner for cleaning up.</p> <p><b>Lunches</b> The Learning Space can also be used for lunches, where booked. There is no separate dedicated school’s lunch area, groups can either book the Learning Space for packed lunches or use the museum’s café to purchase refreshments.</p> <p><b>Toilets</b> There are men’s and women’s standard toilets and a single disabled toilet on the ground floor. The toilets are located directly next to the Learning Space with an adjoining door.</p> <p><b>Parking</b> There is no dedicated parking, but coaches can pull up on an adjacent street within 20 metres of the front door.</p>
<b>Date:</b>	School visits and learning sessions take place during weekday school hours throughout the academic year.
<b>People:</b>	School groups visiting the museum for self-guided visits or structured workshops alongside unstructured exploration time in the galleries. Ratio of group leaders to children of 1:6 for KS1 and KS2. There is always a DBS checked member of museum staff present throughout booked learning sessions, as

well as trained volunteers to support activities.  
Members of museum operational staff and volunteers are also present throughout the building to support visitors.

Potential Hazard and Hazardous Event	Who is at risk?	Risk Rating (Likelihood x Consequence)	Additional controls to reduce risk rating	Residual Risk Rating (Likelihood x Consequence)
Fire evacuation/building evacuation	Staff, volunteers, learners and visitors	1x5=5 (low)	<ul style="list-style-type: none"> <li>Evacuation plans and workforce training in place</li> <li>Identified fire escape routes, muster point, extinguishers and allocated members of staff</li> <li>Fire alarm tested weekly and annual fire audits</li> <li>Fire evacuation chair and safe zones in place</li> </ul>	1x5=5 (low)
Exploring the galleries could present the possibility of slips, trips and falls or lost children	Learners and visitors	2x4=8 (low)	<ul style="list-style-type: none"> <li>A wheelchair lift is provided for visitors who have difficulty with stairs</li> <li>Maintain a ratio of adults to children that enables adults to keep track and monitor the children in their care (min 1:6 for KS1 and 2), adults to not leave children unsupervised</li> <li>Lost child procedures in place</li> <li>Emergency lighting in place for the event of power cuts</li> <li>Running is not permitted in the museum so if seen will be actively discouraged by staff and volunteers.</li> </ul>	2x4=8 (low)
The presence of children or vulnerable adults highlights the possibility of safeguarding Issues	Staff, volunteers, learners and visitors	1x4=4 (low)	<ul style="list-style-type: none"> <li>All museum staff are DBS checked and all volunteers receive a safeguarding induction, as well as signing the Council Safeguarding and Child Protection Policy and Procedures.</li> <li>A member of both the museum workforce and school/group workforce is to be present at all times during a booked learning session</li> <li>Written permissions gained from the school for</li> </ul>	1x4=4 (low)

			<ul style="list-style-type: none"> <li>photos, if suitable</li> <li>Monitored CCTV throughout the building and member of local 'Safenet' to communicate across organisations</li> <li>Learning Space doors can be closed during sessions to discourage children from wandering off or strangers entering</li> <li>Group leaders to supervise children moving between toilets and other spaces, rather than museum workforce</li> </ul>	
<b>Risks specific to booked learning sessions delivered by museum staff</b>				
Sessions involve the use of a variety of resources at different heights, with some floor based elements, which may cause slips, trips and falls	Staff, volunteers, learners and visitors	3x3=9 (medium)	<ul style="list-style-type: none"> <li>Store surplus equipment under tables</li> <li>Care to be taken with set up – do not block pathways with equipment</li> <li>Any floor maps or other floor coverings to be given visual inspection before use to ensure they do not present a trip hazard.</li> </ul>	2x3=6 (low)
Dressing up activities can create the possibility of slips, trips and falls	Learners	2x3=6 (low)	<ul style="list-style-type: none"> <li>Dressing up items are almost exclusively designed as pieces that are put on over the top of clothing, as opposed to trousers or skirts</li> <li>Assist children where necessary, but keeping safeguarding considerations in mind</li> </ul>	2x3=6 (low)
The use of unusual handling items, such as replica tools and weapons creates the possibility of injuries from handling items. Tools and craft materials, such as scissors, or other resources such as spices to smell, can also cause injuries or allergic reactions	Staff, volunteers, learners and visitors	3x2=6 (low)	<ul style="list-style-type: none"> <li>Member of the workforce allocated to support each activity</li> <li>Group leaders to supervise and manage behaviour to ensure children are careful with handling items and craft supplies</li> <li>Heavy or sharp items to be given extra attention on a 1-2-1 basis</li> <li>Sharp objects to have additional coverings</li> <li>Materials used to be selected with allergic reactions in mind. Preference given to natural materials or to tools and materials specifically designed for</li> </ul>	3x2=6 (low)

			children's use <ul style="list-style-type: none"> <li>Where any food based or potentially higher risk resources are to be used, this is checked with the school staff or other accompanying adults at the start of a session</li> <li>First aid kit available in the Learning Space, if needed</li> </ul>		
The use of electrical items, such as laptops creates the possibility of electrical accidents	Staff, volunteers, learners and visitors	1x5=5 (low)	<ul style="list-style-type: none"> <li>All electrical items to be kept in good condition and PAT tested annually</li> <li>Clear away electrical items when not in use and protect any trailing wires to avoid damage</li> </ul>	1x5=5 (low)	
The large amount of resources and objects needed within a session creates the possibility of manual handling injuries	Museum staff and volunteers	2x3=6 (low)	<ul style="list-style-type: none"> <li>Manual handling training offered to members of museum workforce.</li> <li>Handling box sizes and weights kept within manageable range</li> <li>Trolley or sack truck available for moving items</li> </ul>	2x3=6 (low)	
Author of assessment:	Signature:	K Bell (Learning Officer)		Date:	27/02/2024
Manager:	Signature:	L Clemons		Date:	12/03/2024

All employees involved in this task must read this assessment and sign below to state they have understood its contents and agree to work to the control measures.					
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