

School Visit Risk Assessment

Risk Rating Key: C = Consequence (1 – 5)

L = Likelihood (1 – 5)

R = Risk (1 – 25) (C x L = R)

Location	Hazard/s	Persons / Groups at Risk	Risk Rating (Pre Controls)			Control Measures	Risk Rating (Post Controls)			Responsibility
			C	L	R		C	L	R	
Museum exhibition halls/all areas	<ul style="list-style-type: none"> Slips, trips and falls 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	2	4	<ul style="list-style-type: none"> Regular inspection of paths, steps and walkways Volunteers and Staff invigilating public areas when the museum is open to the public If wet cleaning is necessary, wet floor signs put up and the area clearly defined 	2	1	2	HMM
	<ul style="list-style-type: none"> Fire hazard 	<ul style="list-style-type: none"> School groups Staff/volunteers 	4	2	8	<ul style="list-style-type: none"> Fire Exits and Assembly points clearly marked Fire Marshals on duty at all times when the museum is open to the public. School groups are made aware of fire procedures during initial brief. 	3	1	3	HMM
	<ul style="list-style-type: none"> Electric shock. 	<ul style="list-style-type: none"> School groups Staff/volunteers 	4	2	8	<ul style="list-style-type: none"> All equipment is PAT tested regularly Unused electrical outlet sockets have blanks fitted 	4	1	4	HMM
	<ul style="list-style-type: none"> Abduction or assault by other members of the public 	<ul style="list-style-type: none"> School groups Staff/volunteers 	3	1	3	<ul style="list-style-type: none"> On site emergency, child protection and safeguarding procedures in place School staff responsible for supervision of their group at all times General safety measures given to schools before each visit Code of pupil behaviour agreed with teacher and children before visit Education Volunteers DBS checked. 	1	1	1	HMM School staff
Museum exhibition halls	<ul style="list-style-type: none"> Danger of objects or people falling from height Display banners falling over 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	2	4	<ul style="list-style-type: none"> When staff are working at height, the area is cordoned off while work is carried out. Freestanding display banners are lightweight and weighted to reduce likelihood of being knocked over. No open drop from mezzanine floor. 	1	1	1	HMM
	<ul style="list-style-type: none"> Falling down steps or the mezzanine staircase. 	<ul style="list-style-type: none"> School groups Staff/volunteers 	4	2	8	<ul style="list-style-type: none"> Steps and slopes have handrails The edges of steps in the museum are marked in contrasting colours School groups to be supervised on mezzanine. 	4	1	4	HMM

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	<ul style="list-style-type: none"> Tripping on damaged flooring or slipping on oil spills 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	2	4	<ul style="list-style-type: none"> Any damaged flooring is monitored to prevent it becoming a trip hazard Oil spills are cleaned up immediately 	2	1	2	HMM
	<ul style="list-style-type: none"> Tripping over barrier ropes 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	3	6	<ul style="list-style-type: none"> Barrier ropes are clearly visible Ropes are highlighted to visiting groups if they are invited to step over them 	2	1	2	HMM
	<ul style="list-style-type: none"> Tripping over toys on floor of Family Room 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	3	6	<ul style="list-style-type: none"> Staff and Volunteers to pick up toys which have been left on the floor 	2	2	4	HMM
	<ul style="list-style-type: none"> Injury or trapping from lowering of gallery shutters. 	<ul style="list-style-type: none"> Visitors Staff/volunteers 	3	1	3	<ul style="list-style-type: none"> If shutter operation is necessary during opening hours, lookout is to be kept. 	3	1	3	HMM
	<ul style="list-style-type: none"> Trailing cables 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	3	6	<ul style="list-style-type: none"> Any trailing cables necessary for work being carried out are clearly marked as a hazard with appropriate warning signs 	2	1	2	HMM
	<ul style="list-style-type: none"> Injury from moving vehicles 	<ul style="list-style-type: none"> School groups Staff/volunteers 	5	3	15	<ul style="list-style-type: none"> Vehicle moves generally carried out when the museum is closed. If vehicles have to be moved during opening hours, area of move is to be barriered and sufficient staff are available to warn visitors and keep the area clear. If vehicles pushed or driven at walking pace With the exception of the speedway bikes, vehicles are stored on a flat surface so, even if the brakes were to fail, they would not move on their own The speedway bikes are bolted into position and cannot be moved 	3	1	3	HMM
	<ul style="list-style-type: none"> Injury from fallen motorcycle 	<ul style="list-style-type: none"> School groups Staff/volunteers 	4	3	12	<ul style="list-style-type: none"> The motorcycle which visitors are invited to sit on is bolted to the floor Other motorcycles are positioned behind a barrier to prevent them being accessed 	3	1	3	HMM
	<ul style="list-style-type: none"> Collision with a mobility scooter or child's push car 	<ul style="list-style-type: none"> School groups Staff/volunteers 	3	3	9	<ul style="list-style-type: none"> Visitors borrowing mobility scooters are instructed in their use Children using push cars should be under parental supervision 	3	1	3	HMM
	<ul style="list-style-type: none"> Tripping hazards in Morris Garage 	<ul style="list-style-type: none"> School groups Staff/volunteers 	5	2	10	<ul style="list-style-type: none"> Signs in the Morris Garage advise that children are to be supervised at all times Staff and Volunteers regularly ensure exhibits are tidy and cables kept clear of walkway 	5	1	5	HMM School Staff

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	<ul style="list-style-type: none"> Trapping fingers in car doors 	<ul style="list-style-type: none"> School groups Staff/volunteers 	3	4	12	<ul style="list-style-type: none"> Barriers prevent access to most vehicles unless supervised by a member of staff Vehicles to be kept locked. If vehicle access is part of tour, doors to be operated only by HMM Staff. 	3	2	6	HMM School Staff
	<ul style="list-style-type: none"> Dropping items in Morris Garage on feet Hygiene risk or skin irritation from handling items in Morris Garage 	<ul style="list-style-type: none"> School groups Staff/volunteers 	3	3	9	<ul style="list-style-type: none"> Children are to be supervised at all times. All containers, e.g. oil cans, in the Morris Garage display are empty. 	3	2	6	HMM School Staff
	<ul style="list-style-type: none"> Temperature fluctuations 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	2	4	<ul style="list-style-type: none"> Museum buildings do have heating set to control humidity Education space does have domestic type heating During periods of prolonged heat doors are opened to provide some air circulation Access can be provided for hot/cold drink and a warmer space for individuals 	2	2	4	HMM School Staff
Car Parks/Roads	<ul style="list-style-type: none"> Accident with vehicle. 	<ul style="list-style-type: none"> School groups Staff/volunteers 	5	3	15	<ul style="list-style-type: none"> Zebra crossings in the car park encourage discipline of users School coaches to park at rear of building alongside Education Centre. Staff briefed on safe access from main building to Education Centre 	5	2	10	HMM
	<ul style="list-style-type: none"> Slips, trips and falls 	<ul style="list-style-type: none"> School groups Staff/volunteers 	2	2	4	<ul style="list-style-type: none"> Regular inspection of paths, steps and walkways Car park is kept free from debris External lighting is provided during winter months from 4pm 	2	1	2	HMM
Toilets	<ul style="list-style-type: none"> Slips on wet floor Child locked in toilet 	<ul style="list-style-type: none"> School groups Staff/volunteers 	3	2	6	<ul style="list-style-type: none"> Procedures in place for cleaning up spillages Toilet locks can be opened from the outside by staff Disabled toilets have an alarm Children are supervised by parents/carers and/or advised to use the disabled toilets 	2	1	2	HMM
Passenger Lifts	<ul style="list-style-type: none"> Lift failure 	<ul style="list-style-type: none"> School groups 	2	2	4	<ul style="list-style-type: none"> Lifts are regularly serviced Lifts have clear instructions and an emergency button to alert staff if there is a problem 	1	1	1	HMM

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						<ul style="list-style-type: none"> School children only to use lift if necessary and under School Staff supervision. 				
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Additional Considerations		Persons / Groups at Risk	Risk Rating (Pre Controls)			Control Measures	Risk Rating (Post Controls)			Responsibility
			C	L	R		C	L	R	
Lost Children	<ul style="list-style-type: none"> Separation of children from groups 	<ul style="list-style-type: none"> School and other education groups 	2	2	4	<ul style="list-style-type: none"> Lost children to be reported to Reception\Education Officer HMM staff to carry out search If unable to locate lost children, local police to be notified Found children to be looked after by two members of staff until reunited with parents\teachers 	2	1	2	HMM
First Aid	<ul style="list-style-type: none"> Administration of First Aid 	<ul style="list-style-type: none"> School groups Staff/volunteers 	4	3	12	<ul style="list-style-type: none"> HMM staff/teaching Staff trained in First Aid Adequate provision of First Aid equipment throughout Museum Any specific medical requirements amongst visiting groups to be notified to Education Officer on arrival Two way radios used by facilitating staff and volunteers 	3	1	3	HMM and school staff

Date of this assessment: 03.01.2025

Name of assessor: Jon Ducker