

Haynes Motor Museum
 Risk Assessment for School Visits
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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	Slips, trips and falls	- School groups - Museum volunteers and staff - Other Museum visitors	2	2	4	- 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
	Fire hazard	- School groups - Museum volunteers and staff - Other Museum visitors	4	2	8	- 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
	Electric shock.	- School groups - Museum volunteers and staff - Other Museum visitors	4	2	8	- All equipment is PAT tested regularly - Unused electrical outlet sockets have blanks fitted	4	1	4	HMM
	Abduction or assault by other members of the public	- School groups - Museum volunteers and staff - Other Museum visitors	3	1	3	- On site emergency, child protection and safeguarding procedures in place - School staff responsible for supervision of their group at all times	1	1	1	HMM School staff

						- General safety measures given to schools before each visit - Education Volunteers DBS checked.				
Museum exhibition halls	- Danger of objects or people falling from height - Display banners falling over	- School groups - Museum volunteers and staff - Other Museum visitors	2	2	4	- 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
	Falling down steps or the mezzanine staircase.	- School groups - Museum volunteers and staff - Other Museum visitors	4	2	8	- Steps and slopes have handrails - School groups to be supervised on mezzanine.	4	1	4	HMM
	Tripping on damaged flooring or slipping on oil spills	- School groups - Museum volunteers and staff - Other Museum visitors	2	2	4	- Any damaged flooring is monitored to prevent it becoming a trip hazard. Barriered to prevent access to it if it can't be repaired immediately. - Oil spills are cleaned up immediately	2	1	2	HMM
	Tripping over barrier ropes	- School groups - Museum volunteers and staff - Other Museum visitors	2	3	6	- Barrier ropes are clearly visible - Ropes are highlighted to visiting groups if they are invited to step over them	2	1	2	HMM
	Tripping over workshop items, toy vehicles , or other on floor of Family Room	- School groups - Museum volunteers and staff - Other Museum visitors	2	3	6	Staff and Volunteers to keep this area tidy and pick up things which have been left on the floor	2	2	4	HMM
	Injury or trapping from lowering of gallery shutters.	- School groups - Museum volunteers and staff - Other Museum visitors	3	1	3	If shutter operation is necessary during opening hours, lookout is to be kept.	3	1	3	HMM

	Trailing cables	- School groups - Museum volunteers and staff - Other Museum visitors	2	3	6	Any trailing cables necessary for work being carried out are clearly marked as a hazard with appropriate warning signs	2	1	2	HMM
	Injury from moving vehicles	- School groups - Museum volunteers and staff - Other Museum visitors	5	3	15	- 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	3	1	3	HMM
	Injury from fallen motorcycle	- School groups - Museum volunteers and staff - Other Museum visitors	4	3	12	Motorcycles are positioned behind a barrier to prevent them being accessed	3	1	3	HMM
	Collision with a mobility scooter or child's push car	- School groups - Museum volunteers and staff - Other Museum visitors	3	3	9	- Visitors borrowing mobility scooters are instructed in their use - Children using push cars should be under parental supervision	3	1	3	HMM
	Tripping hazards in Morris Garage	- School groups - Museum volunteers and staff - Other Museum visitors	5	2	10	- 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
	Trapping fingers in car doors	- School groups - Museum volunteers and staff - Other Museum visitors	3	4	12	- 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

	▪ Dropping items in Morris Garage on feet ▪ Hygiene risk or skin irritation from handling items in Morris Garage	▪ School groups ▪ Staff	3	3	9	▪ 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
Car Parks/Roads	▪ Accident with vehicle.	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	5	3	15	▪ Zebra crossings in the car park encourage discipline of users ▪ School coaches to park in rear car park ▪ Staff briefed on safe access from main building to Education Centre	5	2	10	HMM
	▪ Slips, trips and falls	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ 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	▪ Slips on wet floor ▪ Child locked in toilet	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	3	2	6	▪ 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	▪ Lift failure	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ Lifts are regularly serviced ▪ Lifts have clear instructions and an emergency button to alert staff if there is a problem ▪ School children only to use lift if necessary and under School Staff supervision.	1	1	1	HMM

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	▪ Separation of children from groups	▪ School and other education groups	2	2	4	▪ 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	▪ Administration of First Aid	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	4	3	12	▪ 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 Volunteers on arrival ▪ Two way radios used by all staff and Volunteers	3	1	3	HMM and school staff
Museum Workshop Visits (Specific).	▪ Trips and falls	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ Leaders and groups to be made aware of trailing cables, inspection pits, etc. ▪ Groups to be routed away from hazardous areas wherever possible.	2	1	2	HMM
	▪ Oils and other chemicals	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ Spillages to be mopped up. ▪ Groups to be routed away from hazardous areas wherever possible.	2	1	2	HMM
	▪ Dangerous objects, e.g. sharp metal edges.	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum	2	2	4	▪ Areas visited to be kept tidy. ▪ Hazardous objects to be either removed or areas avoided.	2	1	2	HMM

		visitors								
	▪ Machinery	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ Machinery to be turned off in visit areas. ▪ Groups to be routed away from hazardous areas wherever possible.	2	1	2	HMM
	▪ Loud noises	▪ School groups ▪ Museum volunteers and staff ▪ Other Museum visitors	2	2	4	▪ School staff to identify any students with an aversion to loud noises. ▪ Appropriate action to be taken to avoid/suspend noisy activity.	2	1	2	