



Risk assessment form

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| Name of assessor | Julia Branch | Learning and Engagement Officer | Date | 30/11/2023 |
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| Time | 9.45am | Work area | Museum Galleries, Education Centre, Outside areas |
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| Task being assessed | | School Visits | | | | | | | | | | |
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| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Action/monitored by whom? | Action/monitored by when? |
| | | | | L | C | R | | L | C | R | | |
| Coach set down/pick up, and entry to / exit from the museum | Teachers and Students | Injury, death One busy road to be crossed between the public car park area and the Museum entrance. Pavements are narrow outside the museum. | Students instructed on road safety issues in advance of alighting from the coach. Due care and attention from teachers and students. | 1 | 5 | 5 | Teacher supervision and instruction while crossing from the car park to the Museum. | 1 | 5 | 5 | Museum Staff, volunteers, Teachers | Before and after visit |
| Courtyard | | | | | | | | | | | | |

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| Minor injury due to slips, trips and falls | Teachers and Students | <p>Injury</p> <p>The courtyard has slightly uneven surfaces on the paths and areas of cobblestones. There are also wooden stairs leading to a raised wooden platform which is currently cordoned off from the public</p> | <p>Due care and attention from participants and workshop leaders. Parents/workshop leaders should reinforce message that students should not run in the Museum.</p> <p>Participants should be warned not to enter cordoned-off areas of the courtyard without express permission from museum staff.</p> | 2 | 5 | 10 | Staff to point out hazardous points e.g. uneven cobblestones | 1 | 5 | 5 | Museum Staff, volunteers, Teachers | Before and after visit |
| Knocking over/picking up large/heavy items on open display in the courtyard | Students | <p>Injury/Severe injury</p> <p>The courtyard displays several larger items from the collection which can be touched. This includes a grouping of small sized anchors which could possibly be knocked over onto an individual or dropped on toes if due</p> | <p>Participants should be briefed not to attempt to pick any of these items up as they are large and heavy.</p> <p>Display items in the courtyard are designed to be touched with due care and attention from visitors</p> | 2 | 4 | 8 | Museum staff to guide round the objects on the walkway. | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | Before and after session in museum |

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| | | care is not taken. | | | | | | | | | | |
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Inside the Museum

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| Minor injury due to trips, slips and falls | Teachers and Students | Injury Galleries include glass cases. | The Museum adheres to strict health and safety rules including the use of safety glass. Visitors should always walk and never run inside the Museum buildings. Due care and attention from teachers and students. | 2 | 4 | 8 | Students forewarned about possible dangers of old buildings and museum environment. Teachers advised to remind students to be careful when walking up/down ramps, and not to impede passage for other visitors through doorways. | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During visit |
| Railings in the Zulu Gallery | Visitors | Injury, death The Zulu platform is a ramp which circles around the Museum's boat, Research, ending above | Due care and attention from participants in the Zulu Gallery around the railings. | 1 | 5 | 5 | Museum staff to advise visitors to stay back from the railings | 1 | 5 | 5 | Museum Staff, volunteers, Teachers | During event |

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| | | the height of the platform itself. The platform has an open wooden and metal rail around the edges with a nylon mesh. | | | | | | | | | | |
| Fishing lines with hooks within reachable distance. Boatyard currently has many large, wooden items on display which present some trip, splinter or sharp edge hazards. | Teachers and Students | Injury, severe injury Many items within the Museum's collection are on open display (not behind glass). This creates a more 'immediate' connection with the collection but means that many items are within reach | Students to be informed of potential dangers and advised not to touch exhibits unless there is a sign indicating that an exhibit can be touched. Due care and attention from teachers and students. | 2 | 4 | 8 | Museum staff to remind students of dangers whilst using space | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During use of galleries on visit |
| Climbing into bunk beds | Students | Injury The Age of Steam gallery includes a bunk bed area designed for children to climb into. If the bunks are overcrowded, | Teachers should take care to explain the potential dangers of overcrowding these kinds of exhibits. | 2 | 3 | 6 | Supervised use of the bunks with only a few children at a time. | 1 | 3 | 3 | Museum Staff, volunteers, Teachers | During use of galleries on visit |

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| | | users of the bunks risk hitting their heads in the tight space. | | | | | | | | | | |
| <p>Fisherman's Cottage and Net Loft</p> <p>A small set of stairs up to the Fisherman's Cottage. A set of internal stairs lead up to the Net Loft inside the cottage. The Net Loft display of baskets, nets, and other items, are on open display and not behind glass or a barrier.</p> | Teachers and Students | Slips, trips and falls | Due care from teachers and students when going up and down both internal and external stairs, particularly in wet/icy weather. | 2 | 3 | 6 | <p>Groups waiting at the bottom of the stairs into the courtyard are to be supervised at all times (see above for more detail on the courtyard area).</p> <p>Students to be briefed by teachers and Museum Staff with instructions and guidance with regard to accessing these rooms.</p> | 1 | 3 | 3 | Museum Staff, volunteers | If/when cottage and net loft are accessed on school visit |
| Fire within the Museum's site and buildings | Participants and Workshop Leaders | Injury, death | <p>Duty Manager present at event to act as Fire Marshall if necessary.</p> <p>A loud, sustained bell will sound. Museum staff and workshop leaders should usher groups out of the nearest emergency exit</p> | 1 | 5 | 5 | Workshop leaders to brief participants on fire procedures. | 1 | 5 | 5 | Museum Staff, volunteers | During school visit |

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| | | | and assemble across the road from the Museum in the public car park. | | | | | | | | | |
| Toilets | Students | Injury All toilets are accessible to all visitors to the Museum | Teachers to supervise students in toilet areas (not inside cubicles). | 1 | 2 | 2 | | | | | Museum Staff, volunteers, Teachers | During visit |
| Lost Students (building structure) | Students | Distress, injury The Museum has a somewhat complicated layout due it being made up of a series of old, connected buildings. There are currently no stewards present within the Museum. | Groups should follow recommended ratios (1 adult: 10 children). Early Years and P1 require a higher number of adults. The Museum has a lost child procedure within it's 'Safeguarding Children and Adults at Risk of Harm Policy' which will be followed in the instance of a lost student. | 1 | 4 | 4 | Teachers should brief students about what to do if they are separated from the group. Advice is to stay put so that teachers can retrace their steps to locate the student. | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During visit |
| Slip Hazards | Participants | Injury, severe injury Early in the morning remnants of water left from mopping floors inside the Museum may still be present. In very wet weather, leaks in the roof may cause | Due care and attention from teachers and students - look out for yellow caution signs placed next to buckets and wet areas on the floor. | 2 | 4 | 8 | Staff to point out hazardous points e.g. if water is remaining on the floor | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During visit |

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| | | unexpected and severe slip hazards. | | | | | | | | | | | |
| Museum staff | Students | Injury | All staff, guides and workshop leaders go through disclosure procedures where eligible. No sessions require students to be left alone with workshop leaders/guides. | 1 | 4 | 4 | Students should not be left alone with a guide or workshop leader unaccompanied by an adult from their group. | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During visit | |

Education Centre

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| Minor injury due to trips, slips and falls | Teachers and Students | Injury The Education Centre space can fit up to 33 participants though this can be a squeeze. Tables and chairs can present extra obstacles and trip hazards. There are glass-fronted book cases in the Education Centre which are not safety glass. The lower glass panels do | Due care and attention from teachers and students. Students will be briefed to remain seated unless instructed not to by teachers and/or Museum Staff. | 3 | 4 | 12 | Museum staff and teachers to reinforce message that students should not run in the Museum and are reminded about possible dangers of old buildings and museum environment. | 1 | 4 | 4 | Museum Staff, volunteers, Teachers | During use of Education Centre on visit |
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| | | have safety film. | | | | | | | | | | |
| Workshop activities (experiments, crafts) | Students | Injury Workshops run at the Museum are varied and can be fast-paced. It is important that participants are engaged and receptive to instructions during their sessions. | All materials and equipment, including glue and scissors, are child-friendly and have been purchased from reputable sources. | 2 | 2 | 4 | Teachers and students should listen closely to instructions given for experiments and crafts during workshops. Care should be paid to how equipment and materials should be used during the session. | 1 | 2 | 2 | Museum Staff, volunteers, Teachers | Before and during workshop activities |
| Object Handling (from handling collection and loan kits) | Teachers and Students | Injury | Groups to alert Museum on booking a workshop if any member of the group has a known allergy. All handling objects are checked for potential hazards. No hazardous materials or poisons were used in their construction/use. | 2 | 2 | 4 | Students and teachers to listen to and adhere to instructions given by museum staff on safe handling of objects. | 1 | 2 | 2 | Museum Staff, volunteers, Teachers | If object handling is required as part of visit |
| Electrical equipment and sockets | Teachers and Students | Injury, death | All equipment and sockets are tested regularly. Participant use of these facilities is rarely required. | 2 | 5 | 10 | Students and teachers to adhere to clear instructions and | 1 | 5 | 5 | Museum Staff, volunteers, Teachers | During visit |

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| | | | | | | | guidance given by museum staff on safe use of electrical equipment. | | | | | |
| Personal belongings (inc. coats, bags and lunches) | Teachers and Students | Theft | Classes involved in staff-led workshops can leave bags and coats in the Education Centre which can be locked. The room can be booked for self-led classes to leave bags and lunches (if available) and can be locked on request – please discuss this with staff when booking your visit. | 1 | 2 | 2 | No money, cameras, mobile phones, or other valuables to be left the Education Centre or anywhere else in the Museum. The Museum cannot take responsibility for any loss or damage to visitors' personal belongings. | 1 | 2 | 2 | Museum Staff, volunteers, Teachers | During visit |

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| Review date | Each time the activity is due to be carried out | Signature | Julia Branch |
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| Training Provider name | N/A |
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Appendix: 5 x 5 Matrix

