

## County Museum Hartlebury Risk Assessment Information for School Visits

Potential Hazards	People at Risk	Existing Controls	Further Action Needed to Control Risk
<b>General</b>	Students	All students are the responsibility of the teachers and accompanying adults.	Museum staff/learning coordinator to make teachers aware of this prior to the visit.
<b>Vehicles in car park</b> - people run over, collision of vehicles	Students & visiting staff	Teachers will supervise children in car park area during arrival and departure.	Information provided to lead teachers prior to visit.
<b>Outdoors</b> - Trips and slips on pathways.	Students & visiting staff	<p>Walk route planned to avoid unsafe areas.</p> <p>Teachers made aware of any potential hazards.</p> <p>Groups always under adult supervision.</p>	Museum Staff to highlight any areas that could be slippery.
<b>Indoors</b> - uneven flooring throughout building, varied, interactive displays.	Students & visiting staff	<p>Children will only use designated eating areas.</p> <p>Groups always under adult supervision.</p> <p>Galleries and public areas inspected daily by museum staff.</p> <p>Warning signs and tape to indicate sloping floors and trip hazards.</p> <p>Shatterproof film fitted to glass screens.</p>	
<b>Lost Child</b>	Students	Instruct children to stay in groups. Radio contact around the site.	1:10 ratio of accompanying adult/child.

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<b>Member of public come into contact with the group</b>	Students & visiting staff	Students kept in groups. Teaching staff with group at all times.	Teachers and students to be aware that they are in a public place. Members of the public will also be in the Museum.
Tripping / falling in the <b>museum toilets</b> . Need for adult assistance, e.g. with taps/doors. Unable to unlock door.	Students	Groups always under adult supervision.  Toilets cleaned and inspected daily by museum staff.	Locks can be opened from outside by staff.
<b>Sudden illness or injury</b>	Students & visiting staff	A qualified first aider will be on duty at all times.  First Aid boxes in easily accessible places.	Recommendation that a qualified first aider with first aid kit is part of the school group.  Communication between staff possible by radio as well as phone
<b>Fire</b>	Students & visiting staff	Evacuation procedures and meeting point explained on arrival.  Clear exit points maintained and pathways kept clear.  Fire system checked regularly	
<b>Below Stairs – roleplay activities</b> Tripping / falling. Trapped fingers in mangle. Dropping heavy objects. Dust inhalation from carpet beating. Cuts from herb chopping and grating.	Students & visiting staff	Groups always under adult supervision.  Facilitated sessions led by experienced museum staff  Padlock fitted to mangle when not supervised.	Equipment checked regularly

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Water too hot in dolly tubs Slipping on wet floor in Laundry. Tripping on rugs		Carpets beaten outside.  Utensils blunted. Water temp tested Amount of water limited. Floor mopped between sessions.  Remove rugs after initial introduction.	
<b>Schoolroom workshop – roleplay activities.</b> Tripping/ falling in schoolroom. Playing with toys inc metal hoops. Fainting due to heat.	Students & visiting staff	Groups always under adult supervision.  Facilitated sessions led by experienced museum staff  Risks associated with metal hoops and cup & balls pointed out to class before use.  Windows opened on hot days. Equipment checked regularly	
<b>WW2-Evacuated to the Castle – roleplay activities.</b> Tripping/ falling in schoolroom. Playing with toys. Fainting due to heat.	Students & visiting staff	Groups always under adult supervision.  Facilitated sessions led by experienced museum staff  Windows opened on hot days.  Equipment checked regularly	
<b>Make Do and Mend workshop – roleplay activities.</b>	Students & visiting staff	Groups always under adult supervision.	

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Dropping heavy objects, cuts from sharp objects Choking on sweets Slipping on wet floor in Laundry. Tripping on rugs		Facilitated sessions led by experienced museum staff Sweets removed following weighing activity. Amount of water limited. Floor mopped between sessions. Rugs removed after initial introduction Equipment checked regularly	
<b>Homes in the Past workshop – roleplay activities.</b> Tripping / falling. Trapped fingers in mangle. Dropping heavy objects. Water too hot in dolly tubs	Students & visiting staff	Groups always under adult supervision.  Facilitated sessions led by experienced museum staff  Padlock fitted to mangle when not supervised.  Water temp tested Equipment checked regularly	
<b>Toys in the Past workshop – roleplay activities.</b> Injuries from wooden toys (Cup & ball) Fall on stairs leading to gallery	Students & visiting staff	Groups always under adult supervision.  Facilitated sessions led by experienced museum staff  Group led by Front of House staff who advise holding onto the handrails	

Minor Injuries – Kidderminster Hospital – DY11 6RJ

Accident and Emergency – Worcestershire Royal Hospital – WR5 1DD