

MAG Risk Assessment Information for School Visits

Potential Hazards	People at Risk	Existing Controls	Further Action Needed to Control Risk
General	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.
Arrival via main entrance – on the main road	Students	Groups always under adult supervision. Gates/doors will be opened in a timely fashion to limit waiting time on the main road.	Information provided to lead teachers prior to visit.
Lost Child	Students	Instruct children to stay in groups. Radio contact around the site.	1:10 ratio of accompanying adult/child. Follow lost child procedure.
Member of public come into contact with the group	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.
Trips and falls around the museum.	Students & visiting staff	Walkways are regularly inspected by museum staff and kept clear of hazards.	Any hazards will be clearly marked with signs by museum staff.
Tripping / falling in the museum toilets. 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.
Sudden illness or injury	Students & visiting staff	First aid boxes in easily accessible places.	Recommendation that a qualified first aider with first aid kit is part of the school group.

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			<p>It is advised schools bring their own First Aid box.</p> <p>It is advised that at least 1 member of the visiting school staff are First Aid trained.</p> <p>School staff to provide suitable spills container and cleaning materials.</p> <p>Communication between staff possible by radio as well as phone</p>
Fire	Students & visiting staff	<p>Evacuation procedures and meeting point explained on arrival.</p> <p>Clear exit points maintained and pathways kept clear.</p> <p>Fire system checked regularly</p>	Fire system checked regularly.
Use of pens, art materials, scissors	Students (particularly younger children)	<p>Teachers and support staff will help children with any activities.</p> <p>Rounded scissors will be used for cutting.</p>	For very small children recommended ratio of 1:6
Mary Anning – fossils session – injury caused by mishandling of fossils	Students	Students will be given verbal instruction on how to hold the fossils	Regular condition checks of handling materials.