

Commandery Risk Assessment Information for School Visits

Potential Hazards	People at Risk	Existing Controls	Further Action Needed to Control Risk
General (safeguarding)	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 by Coach/Minibus Crossing a main road via pedestrian crossing	Students & visiting staff	Use of pedestrian crossing from the drop off point to the site.	Information provided to lead teachers prior to visit.
Arrival on foot Enter via entrance on a main road	Students & visiting staff	Gates to be open promptly on group arrival.	Information provided to lead teachers prior to visit.
Trips and slips outdoors	Students & visiting staff	Stay on designated footpaths. Wear suitable footwear and clothing e.g., trainers or walking shoes - avoid heels.	Museum Staff to highlight any particular areas that maybe slippery (grass after rain).
Injury sustained when moving around the building	Students & visiting staff	Stay on designated routes.	Museum staff to highlight any hazards including uneven floors and low doorways/beams.
Lost child	Students	1:10 ratio of accompanying adult/children. Radio contact around the site.	Instruct children to stay in groups. Follow lost child procedure.
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.	Recommend the school group includes a qualified first aider and brings a first aid box. It is advised schools bring their own First Aid box.

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			<p>It is advised that at least 1 member of the visiting school staff are First Aid trained.</p> <p>Designated First Aid room/quiet area – Oak Apple Suite.</p> <p>School staff to provide suitable spills container and cleaning materials.</p> <p>Communication between staff possible by radio</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>	Fire system checked regularly
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.
Injury due to misuse of handling materials	Students	Provide close supervision with verbal warning and instructions	Regular condition checks of handling materials.
Injury due to mishandling of pike/s	Students & visiting staff	Provide close supervision of participants	Have two participants hold the pike at both ends to prevent mishandling of pike
Injury due to mishandling of sword/s	Students & visiting staff	Provide close supervision of participants	Ensure participant is stood clear of other observers
Injury due to mishandling of (dropping or poking others) heavy musket	Students & visiting staff	Provide close supervision with verbal instructions	Keep a hand on the musket at all times during the drill.

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			Make sure the participant has a firm grip of musket and stand close by to ensure that injury is not caused to others. 'Club they muskets' demonstration by session leader only.
Injury due to mishandling/dropping other firearms (pistols)	Students & visiting staff	Provide close supervision with verbal instructions	Ensure participant is standing clear of other observers
Injury during pike drill – activities with wooden poles	Students & visiting staff	Provide close supervision with verbal instructions	No more than 25 participants. Provide enough room in between each participant to avoid collisions with each other and/or with the wooden poles.
Injury due to misuse of replica equipment used to light a cannon during a drill	Students & visiting staff	Provide close supervision with verbal instructions	Ensure adequate space in front of the cannon so participants don't get hit by wooden poles.
Tour of Fort Royal Park Going off site Walking through a carpark Crossing one-way street	Students & visiting staff	Students to be made aware of cars when walking through carpark and crossing the street	Crossing of the road to be supervised by visiting teacher/support worker
Life in Stuart Times The Surgeon Sharp implements Some of the topic could make a person feel unwell	Students & visiting staff	Students to be made aware that the content will include descriptions of injuries sustained during the civil war.	
Damage to fabric of the building	Students & visiting staff	Students to be supervised at all times.	Museum staff to emphasise the historical importance and fragility of the Grade 1 listed structure.