  
Risk Assessment Form

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| **Description of Activity or Event:**  Generic School Visit to the Museum |

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| **Type of hazard** | **People at risk** | **Current precautions** | **Estimated risk** | **Additional precautions** |
| Unexpected visits leading to overcrowding or unstructured activities or unruly behaviour | Child, adult | Advance booking by phone or email and receive confirmation of a timetable and risk assessment for visits  Teachers are to be advised to make a free pre visit if unfamiliar with the site and so as to make their own risk assessments for group | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Children and adults arriving unprepared for the activities and type of site (outdoors, practical tasks), leading to injury, behaviour issues or risks to the collections | Child, adult | Preparation in school by viewing website in class, letter to parents about clothing & shoes, informing the Museum Officer of special needs, and briefing adults on health & safety risk assessments and behaviour expectations in a museum | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Road traffic at the drop-off point at Museum leading to possible injury | Child, adult | Drop-off point will be inside the main museum site, not in public car park to minimise contact with vehicles.  No road crossing necessary once on site. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| On arrival, risk of luggage and outdoor clothing left around on surfaces or floor causing trip hazards | Child, adult | Staff giving welcome are to direct group to store their belongings, lunch bags and other luggage to be left in education room corner or café, underneath tables or in other location that has been predetermined by museum staff. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Trip hazards from bumpy outdoor ground, uneven surfaces inside Abbey and Stone Barn historic buildings, and from thresholds in doorways | Child, adult | All participants briefed to wear sturdy shoes (trainers), not slip-ons  Warnings given about steps/ bumpy ground and in wet weather, warnings given and signs up  Children told they must only walk round exhibits and historic buildings, not run or climb on walls | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Accident or injury due to sharp or protruding parts on displayed machinery | Child, adult | Explicit instructions given in safety briefing not to touch any of the farm machinery.  Instructions given to walk not run to prevent any accidental trips. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Risk of drowning in pond | Child, adult | Pond is away from play areas and any areas which are in use during school visit.  Pond is clearly signposted with danger.  Children should be supervised by a representative of the school at all times. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Accident or injury to children, young people or adults from slips and trips or colliding with a person or an inanimate object due to low light levels | Child, adult | All publicly accessible areas are safe and maintained daily for visitors  General good housekeeping  Visual checks of the area to be carried out before and during the visit by Farmland Museum staff | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Groups may be too large for safe activities and supervision, leading to poor communication of hazards and injury or behaviour issues | Child, adult | Classes will be split into at least 3 groups.  If a group contains fewer than 20 children, it will be managed by one museum representative along with at least one member of staff from the school.  Where a group exceeds these numbers there will be more museum representatives managing each group. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Jumping off equipment from height (tractor seat or bonnet), injury from metal edges or head injury | Child, adult | Children are told not to jump off any climbing equipment or the tractor.  School is able to decide beforehand if play area is off limits.  Adult supervision at all times when playground is in use, especially of climbing tractor and climbing frames | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| During object handling sessions, cutting or stabbing injury if objects are sharp, infection, choking or swallowing objects if objects are put in or near mouth, or hands are put in mouth after handling, dropping the object | Child, adult | Objects are regularly checked for any sharp or dangerous parts.  Children are given guidance before the handling session on safe handling.  Children are not to handle objects without supervision.  Children are shown how to correctly and safely use craft equipment.  Children are supervised at all times. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| During crafting activities, cutting or stabbing injury when using scissors or other crafting implements, choking or swallowing if objects are put in or near mouth | Child, adult | Children are shown how to correctly and safely use craft equipment.  Children are supervised at all times. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| One to one contact with children, potential safeguarding issues | Child | All museum staff and volunteers directly leading sessions are DBS checked.  No one to one contact is permitted as part of sessions.  A schoolteacher, TA or helper is responsible for group at all times | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| An accident or injury needing first aid attention or emergency services | Child, adult | School must bring its own first aid equipment & first aider as we cannot always provide trained first aider to lead sessions  Full address given on booking form. If emergency services called, museum leader notified & gives directions | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |
| Fire or other emergency requiring evacuation of buildings | Child, adult | In the event of a fire or safety alert schoolteacher/TA/helper and children should follow instruction from museum staff. Make your way to the nearest exit if you are inside and assemble at the gate between the Abbey and the Grain Store. | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |  |

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| **Evaluating the risk** | **Severity of Hazard:** Extreme (fatality) / Serious (major injury) / Moderate (minor injury)  **Likelihood of event:** Likely / Possible / Remote  **Adequacy of Precautions:** Good / Fair / Weak |

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| **Assessed by:** | Beth Keeley | **Position:** | Education Officer | **Date:** | 30/10/2024 |

Approved: