

**MODEL RISK ASSESSMENT**  
**School Visits**  
**Maidstone Museums**  
**October 2016****Maidstone Museums**  
**School Visit Risk Assessment**

To help you plan your visit to the museum we have put together a school party risk assessment. Please use this form for guidance when you fill in your own school version. Please note that some areas of the assessment will not apply to your group depending on the nature of your visit.

**Further Controls**

- 1) All artefacts and specimens are under the control of the Learning and Events Officer. All handling sessions are supervised and Learning Team members are on hand to assist.
- 2) All museum learning staff and volunteers have been police checked. No other staff/volunteers should be left unaccompanied with children.

**October 2016**

## Visiting the Museum

Area	Potential Hazard	Controls	Additional measures required	Risk Level High Medium Low
St Faiths Street: disembarking	Traffic	Coaches to use bus stop opposite entrance. Pupils supervised by teachers and instructed to walk slowly in pairs and to use the pedestrian crossing with adult supervision.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Carriage Museum: disembarking	Traffic	Coaches to pull up by museum or use car park if there is manoeuvrability. Pupils supervised by teachers and instructed to walk slowly in pairs into the museum.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Walking between Museums	Traffic	Pupils supervised by teachers and instructed to walk slowly in pairs. Children supervised across the roads at pedestrian crossings	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Walking between Museums	Falling into River	Pupils supervised by teachers and instructed to walk slowly in pairs and to keep away from the edge of the river.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low

Walking between Museums	Trip, bruise, scratch	Pupils supervised by teachers and instructed to walk slowly in pairs.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	<b>Low</b>
Toilets	Pupils share toilet facilities with the general public	Pupils should be supervised and it is recommended that both sexes are represented in the supervisory teacher/parent group if the pupils are mixed sex.		<b>Low</b>
Steps between floors and between some galleries	Trip, slip or fall	Pupils should be supervised and told not to run in the museum. Museum stewards will also be on site to stop pupils from running.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	<b>Low</b>
Wheelchair stair-lift and elevator	Trapped fingers	Verbal warning	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	<b>Low</b>
Museum buildings	Fire or security alert	In the event of a fire or safety alert teachers and pupils should follow instruction from museum staff. Make your way to the nearest exit and assemble in Brenchley Gardens in the bandstand at the rear of the building. All school parties must register at reception on arrival.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	<b>Low</b>

Museum buildings	Lost Pupils	The museum has two entrance/exits, one at the new reception desk and the second is a fire exit on the ground floor to the centre of the museum marked on the map. Teachers or pupils should report to reception if they loose a member of their group within the museum who can then be tracked down on the internal camera system.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	<b>Low</b>
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## INTERACTIVE WORKSHOPS

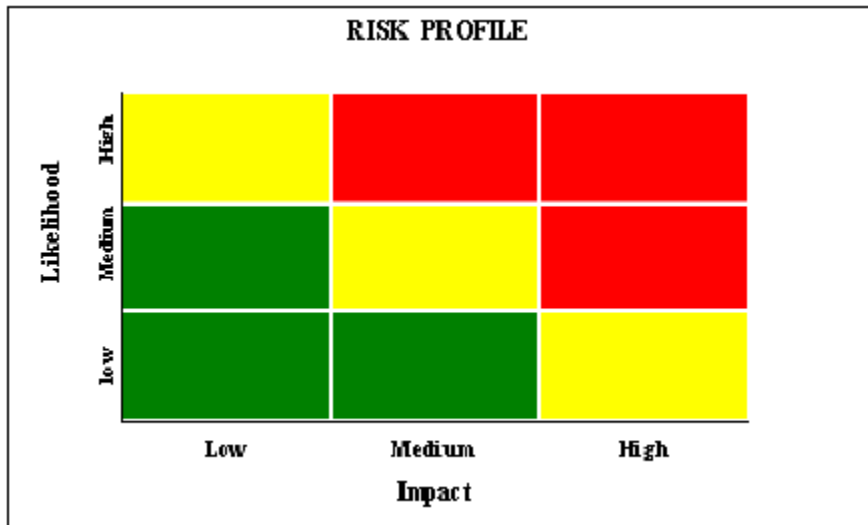
Area	Potential Hazard	Controls	Additional measures required	Risk High Medium Low
Object Handling	Contamination	Objects are clean and kept in boxes. Specimens have been scientifically cleaned. Pupils instructed not to put their hands in their mouths.	Teachers are responsible for making sure pupils wash their hands after the workshop. Two sinks are available in the classroom.	Low
Object Handling	Cuts or bruised toes	Pupils are told to respect the artefacts and specimens and be careful when handling. They must not stand up when holding any fragile or heavy objects.		Low
Craft activities	Cuts or eye damage from sharp implements such as scissors and clay shaping tools	Pupils are shown how to use the tools correctly in the craft workshop.	Pupils supervised throughout activity by learning team and teachers.	Low

## LUNCH AND CLOTHING

Area	Potential Hazard	Controls	Additional measures required	Risk High Medium Low
Education room/ museum	Pupils overheating or becoming cold	Coats and garments can be left in the education room. The museum is heated, with air conditioning in the temporary exhibition and Japanese Galleries on the first floor. The carriage museum has no heating so extra layers must be worn in winter.	Teachers and parents are responsible for pupils and should ensure they wear suitable clothing.	Low
Lunch Space/cafe	Hunger, dehydration and needing rest	A suitable space for lunch should be booked in advance. One of the two education rooms, or Brenchley gardens can also be used. Biscuits and drinks are available in the café.	Teachers should ensure that a lunch break is scheduled in to the day and pupils have bought their own food and liquids.	Low

## WORKING AT THE STATION

Area	Potential Hazard	Controls	Additional measures required	Risk Level High Medium Low
Walking between museum and station	Traffic	Pupils supervised by teachers and instructed to walk slowly and take care when crossing the road	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Walking between Museum and station	Trip, bruise, scratch	Pupils supervised by teachers and instructed to walk slowly.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Working on the platform	Trip, slip or fall	Pupils should be supervised and told not to run and be aware of their surrounding	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low
Working on the platform	Moving trains	Pupils should be supervised and told to be aware of their surroundings and not to cross the yellow safety line on the platform.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet. A flexible barrier will be put up to deter pupils from crossing the safety line	Low
Toilets	Pupils share toilet facilities with the general public	Pupils should be supervised and it is recommended that both sexes are represented in the supervisory teacher/parent group if the pupils are mixed sex.		Low
Station and platform	Fire or security alert	In the event of a fire or safety alert teachers and pupils should follow instruction from station staff.	Pupils must be supervised by school teachers at the recommended ratios (see information sheet)	Low



### Risk Likelihood

It is the probability that a risk can occur.. Likelihood can be described as high, medium and low.

- High: An injury is expected to occur in most circumstances
- Medium: An injury will probably occur in many circumstances
- Low: An injury may occur at some time

### Risk Impact

It is the potential effect that a risk could have on the person affected

- High: Serious injury or death
- Medium: Significant injury resulting absence
- Low: Minor injury No absence

The combination of likelihood and impact gives us the value for each risk factor