

## **MODEL RISK ASSESSMENT**

### **School Visits Maidstone Museums**

### **January 2025**

#### **Maidstone Museums; School Visit Risk Assessment**

To help you plan your visit to the museum we have put together a school visit risk assessment. Please use this form for guidance to aid completion of 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.

Please be aware that we have lift access to the majority of the building except Natural History and Dinosaurs. Routes when using lift may be longer than step access. As the museum building began life over 500 years ago and has been added to over the centuries there are many different levels, with galleries leading off of galleries.

Pre visits by staff are recommended and welcome due to the layout of the museum and various floor levels due to the age of the building. Pre visits do not need to be booked unless a conversation is required with the Learning Officer. Visit Wed- Sat, 10.00am – 3.30pm term time, Mon-Sat 10.00am – 3.30pm during school holidays.

If you feel something is missing from this risk assessment please contact the Learning Officer – Roz Meredith  
[museumeducation@maidstone.gov.uk](mailto:museumeducation@maidstone.gov.uk)

#### **Further Controls**

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

January 2025

## 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)	<b>Low</b>
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>Teachers should check toilets are left in a suitable state for future use.</b>	<b>Low</b>
Steps/stairs between floors and between some galleries	Trip, slip or fall	Pupils should be supervised and told not to run in the museum. Museum staff 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 Fremlin Walk Bandstand, opposite the museum. All school parties must register	Pupils must be supervised by school teachers at the recommended ratios (see information on booking confirmation)	<b>Low</b>

		at reception on arrival. This includes schools doing pre booked self led visits, pre booked sessions, or non booked drop in visits. Fire evacuation H&S forms part of visit welcome.		
Museum buildings	Lost Pupils	The museum has one entrance/exits - at the main reception desk. There is another accessed via the front courtyard – used by schools on their arrival, on the ground floor to the centre of the museum marked on the map. Teachers or pupils should report to the main reception if they lose a member of their group within the museum. They can then be tracked down on the internal camera system.	Pupils must be supervised by school teachers at the recommended ratios (see booking confirmation) Pupils should not be allowed to wander unaccompanied by an adult.	<b>Low</b>
Floor levels and moving around the building	Uneven floors and access to galleries	The museum was built over many centuries resulting in many different floor levels and access to galleries. As such some floors/stone steps may be a little uneven. We have lift access to most areas except the Natural history and Dinosaur galleries.	Pupils should be supervised when moving between galleries and around the building, especially up and down stairs.	<b>Low</b>
First Aiders		Staff for school visits should include at least 1 first aider. We have first aiders on site who will assist if needed.		

## 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, or those in the toilets can be used.	<b>Low</b>
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.	Reinforcement of staying seated when handling artefacts by teachers.	<b>Low</b>
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.	<b>Low</b>

## 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	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. Self led/Visit only bookings are not guaranteed a lunch space if workshop bookings occur on the same day.	Teachers should ensure that a lunch break is scheduled in to the day and pupils have bought their own food and liquids. No food or drink to be consumed around the museum except in designated areas. Please note we no longer have a café on site. Nearest coffee shops are in Fremlin Walk. Coffee purchased elsewhere and brought to the museum should have a lid. It can only be consumed on one of the two learning spaces.	Low

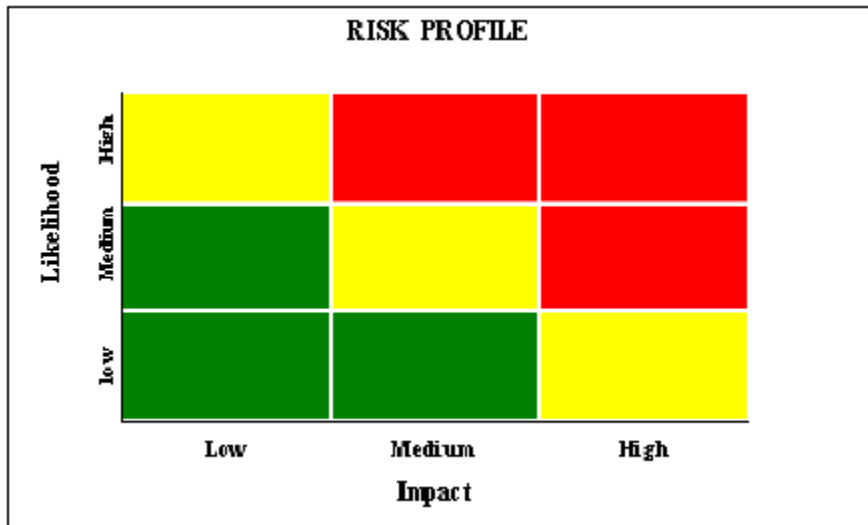
## WALKING FROM/TO OR WORKING AT THE STATION

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

## EXTERNAL CONTRACTORS ON SITE DURING OPENING HOURS

Area	Potential Hazard	Controls	Additional measures required	Risk Level High Medium Low
<p>Various – depending on where work is taking place</p> <p>Workmen informed of public/school groups in building</p>	<p>Trips</p> <p>Dust</p> <p>Closed galleries</p> <p>Ladders</p> <p>Open external doors – for ventilation or transporting of materials by contractor</p> <p>Contractor moving around building carrying materials</p> <p>Noise (drilling etc)</p>	<p>Pupils supervised by teachers who are aware of barriers – avoid area unless essential access required.</p> <p>Area closed off to public access</p> <p>Area closed or barriered off to stop access</p> <p>Area barriered or closed off to the public</p> <p>These cannot always be barriered off so teachers should be aware and ensure children don't wander out</p> <p>Movement takes into account public/classes moving around museum.</p> <p>Area closed off with door if possible. If no door then alert public/school group so area can be avoided.</p>	<p>Pupils must be supervised by school teachers at the recommended ratios (see information sheet)</p> <p>Teachers keep children away from area</p> <p>Teachers ensure children don't try to access area</p> <p>Teachers keep children away from area</p> <p>Doors closed when not needed to be open.</p> <p>Teachers aware this movement is possible and hold children back if workmen can be seen moving materials in an area they wish to visit.</p> <p>Ear defenders available from learning team and front desk (limited numbers available)</p>	<p><b>Low</b></p>





### 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