

## Alcester Heritage Centre – SCHOOL VISITS & ACTIVITY SESSIONS

**This assessment of risk is made for the benefit of museum volunteers and provides advice for the staff of visiting schools. Schools should only organise a visit after completing their own risk assessment considering factors which they, rather than the museum, have oversight and control, e.g. adult/pupil ratios and special needs provision.**

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom	Risk level H/M/L	What precautions have been taken to reduce the risk?	Risk level Achieved H/M/L	What further action is needed to reduce the risk
<b>Gallery &amp; Meeting Room</b>	Fire	Inhalation of smoke. Burning <i>Risk to:</i> visiting children & adults	L	Fire alarms are regularly checked. Group leader is familiar with fire exits and assembly point. Fire exits are clearly signed	L	
<b>In the Gallery</b>	Glass cases	Children sitting back and cracking glass. Children falling and breaking glass - cuts, bruises, bleeding	L	Group is closely supervised. Children are asked to sit away from the cases. Staff take time to explain how to behave in the museum to keep them safe. eg no running!	L	
<b>Going to Meeting Room</b>	Three doors to open Stairs	Trapped fingers in the doors Stumbling on stairs	L	Movement of children is carefully supervised by school staff	L	
<b>Use of Meeting Room</b>	Sitting on stools instead of chairs with backs	Falling off <i>Risk to:</i> visiting children	L	Volunteer teacher warns children to take care not to lean/tip back at beginning of session, further supervision by school staff	L	
	Baskets	Castors on baskets squashing toes. Tripping Falling into baskets! <i>Risk to:</i> visiting children	L	Position of baskets and filling and emptying them is dealt with by museum staff only	L	
<b>Handling</b>	Heavy artefacts being dropped onto toes	Squashed toes <i>Risk to:</i> visiting children & adults	L	Handling of heaviest artefacts is closely supervised by group leader/adult helpers	L	
	Pottery artefacts (some unstable)	Glass/pottery could be knocked over and broken, resulting in cuts <i>Risk to:</i> visiting children & adults	L	Group leader reminds children to take care when handling artefacts. Adult helpers are asked to supervise children handling unstable objects	L	

<b>Using Mortaria</b>	Breathing in ground cumin Getting cumin dust into eyes	Potential irritant  <i>Risk to:</i> visiting children & adults	L	Teachers will have been notified in their information pack and asked to inform museum staff of any allergy problems beforehand. Group leader warns children and accompanying adults of risk, especially those who use inhalers. Children told to take care not to touch their faces during this activity and to wash their hands, if necessary, afterwards	L	
<b>Lunch</b>	Food and drink (when weather is unsuitable for outdoor picnic)	Spillages of drink and food remnants on the floor causing a slip hazard to all visitors	L	Children to move carefully and teachers to clear up any residue before children and adults walk around in the area.	L	
<b>Kitchen (adults only)</b>	Electrical equipment, boiling water	Electric shock,  Scalding	L	Sensible usage	L	
<b>Courtyard</b>	Algae & leaves on paving slabs	Slipping & falling	H	Area will have been inspected by volunteers before the arrival of school and teachers will be taken outside to be warned of possible problems. Children supervised by school staff.	H	

**NB: the toilets, both upstairs and downstairs, are open to the general public and therefore children should be accompanied by a member of the school team.**