

Sample Risk Assessment

Sample Risk Assessment for Schools and Groups visits

Version: September 2024

The enclosed Risk Assessment is illustrative only. It is designed to help a school/group visit planner create their own risk assessment. It is the teacher/trip organiser's responsibility to make sure that your Risk Assessment is adequate and that it adheres to the guidance of your organisation or LEA. To help with this process we offer the teacher/trip organiser a free visit. Museum staff are on site to help teachers, but school staff must supervise children at all times and remain responsible for their pupils and their behaviour.

Hazard		Seriousness of worst possible injury	Likelihood	Level of Risk	Existing Controls (Ensure adequate training)	Further Controls
1	Irritation from something that they touch, ie., herbs, spices.	Minor injuries	Highly Unlikely	L	Speak to the group leader on booking to identify if they would like the hands-on activities, highlighting that some activities may not be appropriate in relation to allergies.	
2	Hurting each other with medical instruments	Fatalities	Highly Unlikely	H	Medical instruments are secured in a locked cupboard; otherwise staff will have them on their person when there is a demonstration about to take place. Children will not be allowed to handle the medical instruments unless the instruments are deemed unsharpened and prove no risk to themselves or others.	If children are allowed near the instruments during their participation in a demonstration, they will be supervised by school staff/group leaders, who are expected to prevent that child from participating if they believe they may be unable to remain sensible.

3	Being over-active in their role play	Minor Injuries	Unlikely	L		
4	Tripping and falling	Minor injuries	Unlikely	L	School staff/group leaders to ensure that all children are told to take care on entry staircase before arrival, to walk in galleries and all spaces throughout the museum and to be aware of steps and changes of levels.	
5	Falling on the stairs	Minor injuries	Unlikely	M	All visitors are to be notified of the nature of the entrance to the building and told to remain sensible, hold the handrail and to walk towards the outside of the steps in single file (52 steps, spiral)	Staff will provide one to one support if a visitor is feeling worried about ascending or descending the stairs.
6	Knocking into display cases	Minor injuries	Unlikely	L	Be aware of the need to ensure space between display cases. Accompanying staff to ensure that there is no running in the galleries.	
7	Fainting	Minor injuries	Likely	L	Museum staff to provide a warning ahead of speaking	Occasionally some children or adults feels dizzy in the garret or in the theatre - usually the episode is caused by excessive heat in summer or long journeys on a coach.

						Water and support will be given promptly.
8	Fire Evacuation	Minor injuries	Highly Unlikely	L	Museum and school staff to ensure that children are aware that should a fire alarm sound, they must stay together and if asked to evacuate the building they should respond to the museum staff's request appropriately.	Museum staff will lead groups in an evacuation via the emergency exits.