



# Risk Assessment - 249RA

Internal Reference: (School Activity Days 2022-23)

Information valid as of 27/05/2022 09:41

## Low



### General Details

Assessor	Lynda Pearce
Assessment Date	24/05/2022
Assigned Reviewer	Lynda Pearce
Next Review Date	24/05/2023

#### Associated with specific area

Museums and Culture

Dover Museum

Operation Assessed	Risk Assessment for Workshops KS1 & KS2
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#### Description of work area and/or activity assessed

Risk assessment for workshops offered to schools KS1 & KS2 within Dover Museum using various rooms within the Museum and occasionally other buildings. All pupils remain under the authority of the school during their trips and these are offered as information for schools on which to base their own risk assessments

### Overall Current Risk

## Low



#### Severity

	Minor	Moderate	Significant	Serious	Major
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

### Persons Affected

Children

Employees

Visitors

Volunteers

Current Rating	Hazard Information	Task Status
Low 	<b>Slip / Trip / Fall</b> Trips slips and falls when moving between rooms where activities are taking place	
Measures Currently in place to prevent risk of injury		
Children to move around between activities sensibly in pairs. Children told not to run. Children remain under control of teacher and accompanying helpers at all times. First Aid kit kept at museum and trained first aid staff in museum in addition to those with the school		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Slip / Trip / Fall</b> Risk of injury whilst undertaking art activities	
Measures Currently in place to prevent risk of injury		
Pupils are told to behave in a sensible manner. All equipment used is supervised and any necessary training is given prior to use. All equipment is child safe. Children remain under control of teacher and accompanying helpers at all times. Art session will be stopped if any child seen behaving in a manner likely to cause injury to themselves or another. First Aid Kit kept at museum. Trained first aiders amongst museum staff.		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<b>Human Factors</b> Artefact Handling: cuts or bruised toes from mishandling artefacts during session	
Measures Currently in place to prevent risk of injury		
Pupils are told to pass the artefacts around carefully and be careful when handling them. Artefacts are only passed around when pupils sitting sensibly. Children remain under control of teacher and accompanying helpers at all times. Artefacts will not be passed to anyone not behaving properly. Any child not behaving in an appropriate manner will be asked to go and sit with the teacher. Artefacts regularly checked to make sure they are safe.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Slip / Trip / Fall</b> Artefact Handling in Cinema Area, risk of trip and falls due to lighting	
Measures Currently in place to prevent risk of injury		
Extra lighting will be put in place for sessions. Children will be instructed to move sensibly in the area under the supervision of their teachers.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Machinery</b> Risk of injury when using interactives in galleries or workshops	
Measures Currently in place to prevent risk of injury		
Pupils should follow instructions for using interactives. Pupils should use interactives in small groups under supervision of an adult. Pupils remain under control of the teacher and accompanying helpers at all times.		

Potential Rating	Additional Controls Required								
Low 	<table border="1"> <thead> <tr> <th>Additional Controls and Actions</th> <th>Due by / Whom</th> <th>Action Status</th> </tr> </thead> <tbody> <tr> <td>  First Aid Kit in Museum and Education Room.            Trained first aiders amongst museum staff in addition to those accompanying school group         </td> <td> <b>01/07/2022</b>            L.Pearce         </td> <td> </td> </tr> </tbody> </table>	Additional Controls and Actions	Due by / Whom	Action Status	First Aid Kit in Museum and Education Room. Trained first aiders amongst museum staff in addition to those accompanying school group	<b>01/07/2022</b> L.Pearce			
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Current Rating	Hazard Information	Task Status
Low 	<b>Other (See: Hazard Details)</b> Safeguarding: Pupils share facilities with the general public.	
Measures Currently in place to prevent risk of injury		
Pupils should not use toilets without an accompanying adult from the school group. Museum staff will return any unaccompanied children to their school group and request a responsible adult then accompanies them.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Machinery</b> Unaccompanied children getting trapped in lift through malfunction or misuse.	
Measures Currently in place to prevent risk of injury		
Children should not use the lift unless accompanying an adult and another child who requires access to the lift because of disability. Museum staff will request school groups to use the stairs wherever possible.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Fatigue</b> Children requiring refreshment breaks for dehydration, hunger or requiring rest.	
Measures Currently in place to prevent risk of injury		
Spaces within the Workshop areas are available for pupils to eat lunch and lunch breaks are scheduled in timetable for the day. Pupils under supervision can have access to their coats and bags if food or drink is required for medical reasons during workshops. Teachers should ensure that any child who requires food or drink with them is allowed to do so. Teachers are also expected to ensure that all pupils bring a packed lunch and drink with them when visiting.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Environmental</b> Pupils working or lunching on Roman Lawn at risk from tripping, slipping or falling.	
Measures Currently in place to prevent risk of injury		
Groups can only access the lawn when it is dry. Visual check of the area to identify any hazards to be made before pupils are allowed to visit the lawn. Children to move sensibly and not run. Children remain under control of teacher and accompanying helpers at all times.		




Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Low 	<b>Environmental</b> Working on Roman Lawn in hot weather may lead to over-heating, sun-burn, dehydration and insect bites	
Measures Currently in place to prevent risk of injury		
Pupils only work outside for a limited time and where possible in a shaded area. Drinks and sunhats should be taken with pupils if provided. Teachers will be told in advance that outside space is available so they can decide if this is suitable. Pupils should avoid direct contact with any insects they find. Any child feeling uncomfortable will be able to return to the building with an accompanying adult from the school.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	<b>Biological</b> Contamination risk from pupils handling museum objects in workshops and within the public areas of the Museum .	
Measures Currently in place to prevent risk of injury		
Objects used for artefact handling are regularly checked and where possible cleaned. Pupils requested not to put their fingers in their mouths after handling objects. Museum public areas are cleaned daily. Opportunities to wash hands while visiting the toilets are scheduled into the day's activities.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
<p>Low</p> 	<p><b>Fire Safety</b>   Emergency evacuation of school groups in case of fire. Possibility of pupils being separated from main group.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>School groups will be guided by workshop leader or member of staff accompanying group at this time to the evacuation meeting area in Market Square.  School groups will be requested to remain in this area until a full evacuation has been completed and the building is secure.  School groups will not be allowed to return to the building until the all clear is given. Teachers remain in charge of their pupils at all times.  Workshop leader or member of allocated staff with the group will ensure that no-one uses the lift. Should individuals from the group require assistance to manage stairs safely, the route through the boat gallery is to be used where possible if visitors are located on the top floor when the alarm sounds. If there is an issue with an individual on the Mezzanine Gallery, staff member to request pupil and responsible adult from the school remains near the chair lift at the top of the stair while the rest of the group is cleared from the building. Staff member should then alert management/fire service individuals to aid safe removal of persons waiting on stairs.</p>	

Potential Rating	Additional Controls Required
<p>Low</p> 	<p><b>No Remedial Actions Entered</b>  If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>