

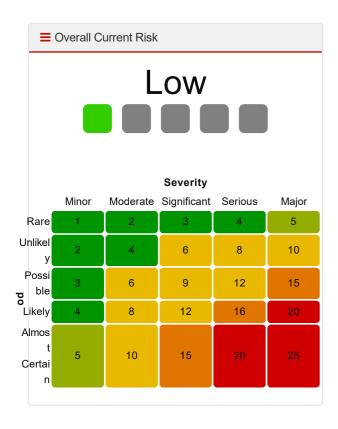
## Risk Assessment - 250RA

Internal Reference: (Self-Guided Visits for Schools 2022-23) Information valid as of 27/05/2022 09:36



## General Details

Assessor	Lynda Pearce	Associated with specific area
Assessment Date	25/05/2022	Museums and Culture
Assigned Reviewer	Lynda Pearce	Dover Museum
Next Review Date	25/05/2023	
Operation Assessed	Dover Museum General Visits to Museum by Schools	
Description of work area	and/or activity assessed	
Risk Assessment for self	-led visits by school groups to Museum	



■ Persons Affected	
😤 Children	
嶜 Employees	
Members of the Public	
📽 Visitors	

Hazards

Current Rating	Hazard Information	Task Status
Low	<b>Slip / Trip / Fall</b> Risk of tripping, slipping, falling on stairs between floors of Museum	0 0 0
	Measures Currently in place to prevent risk of injury	
	Children should be supervised and told to be sensible on stairs. Children remain under control of teacher and accompanying helpers at all times. First Aid Kit kept at museum. Trained first aiders amongst museum staff.	

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	A Machinery Risk of injury when using interactives in galleries	0 0 0
	Measures Currently in place to prevent risk of injury	
	All interactives have been assessed to identify any potential risk to all patrons and any necessary control measures put into place. Instructions are based on the documented risk assessment and provided on the interactive or verbally as necessary. Children remain under the supervision of a teacher and accompanying helpers at all times. Pupils must use interactives in small groups under supervision of a teacher or accompanying helper. Pupils must follow instructions for using interactives. First Aid Kit kept at museum. Trained first aiders amongst museum staff.	

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	Human Factors Pupils share facilities with the general public	0 0 0
	Measures Currently in place to prevent risk of injury	
	Pupils should not go to toilets without an accompanying adult from the school group. If museum staff on their own, they should send them back to their school group to get an adult to accompany them.	see children going to toilets
	Potential Pating Additional Controls Poguirod	

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	A Machinery Risk of getting stuck in the lift	0 0 0
	Measures Currently in place to prevent risk of injury	
	Children must not use the lift unless accompanying an adult and another child who has to use the life e.g. in a wheelchair. If museum staff see children near to lifts without an adult accompanying them, they should send them back to their group.	

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>Fire Safety</b> Emergency evacuation of groups due to fire.	0 0 0
	Measures Currently in place to prevent risk of injury	
	School groups to make their way to the ground floor where they will be guided by member of staff to the area in Market Square. School groups will be requested to remain in this area until a full evacuation has been completed and School groups will not be allowed to return to the building until the all clear is given. Teachers remain all times.	the building is secure.
	School staff will ensure that no-one uses the lift. Should individuals from the group require assistance the route through the boat gallery is to be used where possible if visitors are located on the top floor we there is an issue with an individual on the Mezzanine Gallery, pupil and responsible adult from the sch lift at the top of the stair while the rest of the group is cleared from the building. Staff member should a service individuals to aid safe removal of persons waiting on stairs.	when the alarm sounds. If nool remains near the chair

