

## **Risk Assessment: School visit to Cambridge & County Folk Museum**

This is a basic risk assessment to help you plan your visit to the Cambridge & County Folk Museum. It is a general outline and you will need to add your own details of the journey to the Museum and any special needs of your group.

<b>Area</b>	<b>Hazards Present</b>	<b>Risk Score H/M/L</b>	<b>Detail</b>	<b>Control Measures</b>
Mounting/ dismounting of coaches	1. Slip, trip or fall	L	Risk of injury	Group always under adult supervision. School staff responsible for administering first aid and providing enough helpers for supervision.
	2. Traffic on public highway	L	Risk of pupil being knocked over by moving vehicle whilst crossing the road	Coach to pick up and drop-off on the museum side of the road, at Northampton Street bus stop
Museum Grounds	3. Slip, trip or fall	L	Risk of injury Cobbles and paving slabs can become slippery when wet or icy.	Grounds inspected daily by staff. Group always under adult supervision. Visitors should wear appropriate footwear. Children should not run around the site. School staff responsible for administering first aid and providing enough helpers for supervision.
	4. Pupils exiting the Museum site unsupervised	L	Risk of children getting lost and potential abuse of children by adults	Group always under adult supervision. Museum has alarmed exit door onto roadway. Two other doors exit onto museum courtyard. Child Protection policy in place.
Museum Display rooms and shop	5. Slip, trip or fall	L	Risk of injury Small staircases, uneven floorboards and small steps to display rooms	Group always under adult supervision and pupil conduct agreed with school. School staff responsible for administering first aid and providing enough helpers for supervision.
	6. Damage to displays	L	Financial risk to Museum	Group always under adult supervision and instructed by Museum staff about code of conduct in the Museum.

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Museum Display rooms and shop continued	7. Heavy Objects falling	L	Risk of injury	Group always under adult supervision. Rooms cleaned and inspected by staff daily. School staff responsible for administering first aid and providing enough helpers for supervision.
	8. Interaction with general public in display rooms	L	Aggressive/dangerous behaviour from schools/general public	Group always under adult supervision. Pupil code of conduct agreed with school. Child protection policy in place.
School session in Education room	9. Slip, trip or fall	L	Risk of injury	Group always under adult supervision. Room inspected and cleaned by staff daily. School staff responsible for administering first aid and providing enough helpers for supervision.
	10. Handling of artefacts	L	Risk of injury from objects that may be heavy or have sharp edges.	Workshop leader to give verbal warning about the nature of the handling collection and the condition of objects are monitored closely by members of staff. Use of sharp objects minimized. School staff responsible for administering first aid and providing enough helpers for supervision.
		L	Damage to objects	Museum staff to instruct groups on correct handling techniques, demonstrated by the workshop leader throughout the session.
	11. Use of Education room for school lunches.	L	Risk of injury Stacked chairs which can topple if sat on incorrectly by children	School informed of fire evacuation procedures and fire marshalling point. Museum staff checks room as part of evacuation procedure. Workshop leader to provide warning about chairs and staff to provide supervision.
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		<b>Score H/M/L</b>		
Specific workshops	12. Handling of artefacts in Washday workshop. Slip,trip or fall.	L	Risk of injury from scraping fingers on soap graters and getting fingers trapped in mangle. Slipping over on wet floor	Workshop leader to give verbal warning about the nature of the objects to be used. School staff to provide supervision and workshop leader to provide demonstrations throughout the workshop. School staff responsible for administering first aid.
	13. Handling of artefacts in Household tasks workshop	L	Risk of injury from splinters when handling kindle.	Workshop leader to give verbal warning about the nature of the objects to be used. School staff to provide supervision and workshop leader to provide demonstrations throughout the workshop. School staff responsible for administering first aid.
	14. Handling of artefacts in Toys workshop	L	Risk of injury from swallowing small objects eg marbles and tiddlywinks.	Workshop leader to give verbal warning about the nature of the objects to be used. School staff to provide supervision and workshop leader to provide demonstrations throughout the workshop. School staff responsible for administering first aid.
	15. Guided Walk/Tour – Traffic on public highway	L	Risk of pupil being knocked over by moving vehicle whilst crossing the road/walking alongside busy roads. Risk of pupil being pushed into road on narrow pathways.	Workshop leader to devise safest route, finding appropriate pedestrian crossings/quiet road crossing areas where possible. School staff to provide enough supervision and training for pupils in basic road safety and narrow footpath safety. School staff responsible for administering first aid.
	16. Guided Walk/Tour – Walking on tow path next to river. Slip, trip or fall.	L	Risk of pupil falling in river and drowning. Risk of tripping on board walk over river side with small gaps between boards. Risk of tripping over while climbing up on bank or hill.	Workshop leader to devise safest route possible and to find safe areas for stopping. School staff to provide enough supervision, ensuring pupils walking in twos along towpath. School staff responsible for ensuring pupils have suitable footwear. School staff responsible for providing training for

				pupils in narrow footpath safety. School staff to administer first aid.
Museum Public Toilet	17. Need for adult assistance	L	Potential abuse of children by adults	Teacher in charge responsible for pupils to be escorted to the toilet and supervised as necessary. Museum's child protection policy in place. No member of staff or volunteers work alone with unsupervised children.
Museum Public toilet	18. Need to lock the door	L	Unable to unlock the door	Toilet can be opened by staff from the outside if necessary. Emergency alarm installed in disabled toilet only.
Museum Lift	19. Getting stuck between floors	L	Unable to get out of the lift	Museum staff trained in emergency evacuation procedures for lift. School staff responsible for providing enough helpers for supervision within the lift.

**I have read and understood the details of this risk assessment for .....**  
*(school name)*'s visit to the Cambridge & County Folk Museum.

**Signed .....** **Print name .....**