

RISK ASSESSMENT INFORMATION FOR SCHOOLS

(To be used as a guide only, schools are responsible for their own risk assessments)

POTENTIAL HAZARD	PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED TO REDUCE RISK
General	Students Staff	Teachers, lecturers or accompanying adults are responsible for the care of the students at all times.	Museum staff are facilitators only. Staff / accompanying adults are to be made aware of their responsibilities.
Outside Areas	Students Staff	Coach drop off point is a lay-by near to the museum. Students to proceed to the museum under the teacher's supervision.	Head counts. Designated group leaders. Divide into groups. Clear instructions to stay with group leaders.
Fire Evacuation	Students Staff	There are three fire exits throughout the building, and clear signs to guide those needed to evacuate.	Teachers to be aware of nearest fire exit at all times and instruct students to evacuate in a calm manner if / when necessary.
Water	Students Staff	Footpaths. Life belts.	Warn students about the docks before the visit. Students to stay in their groups. Students instructed to keep from the water's edge.

Trip & Slip	Students Staff	Staff must instruct students not to run through the museum during the visit. Teachers to make students aware of areas within the museum where extra care needs to be taken, i.e. the stone steps from 1 st floor to ground.	Stay on footpaths. Wear suitable footwear and clothing, e.g. trainers or walking shoes – avoid heels. Use handrails.
Lost Persons	Students	Guided groups. Staff to remain with groups at all times. Sign posts. Museum staff.	Conduct head counts regularly. Instruct students to stay with group. Stay in pairs and never wander off alone. Suggested meeting point is museum reception desk.
Illness or Injury	Students Staff	Trained first aiders on site. First aid boxes in ground floor Museum office. Staff member of nominated person to remain with sick or injured student.	Instruct students to eat breakfast. Allow for a snack stop. Alert Museum staff if you have any concerns about medical conditions of members of your party, e.g. diabetes.
Handling Museum Objects	Students Staff	Museum staff to instruct students and staff to be careful when handling objects.	Teachers to instruct students to be careful when handling Museum objects, as some can be heavy / sharp.
Vehicles (docks side)	Students Staff	Staff to always be vigilant when outside with students.	Instruct students to be vigilant when walking outside the Museum.

Inside Buildings	Students Staff	Two sets of stone stairs.	Encourage students to be careful and vigilant in buildings. Use handrails.
Gallery Interactives	Students Staff	Some exhibits are 'hands-on' and may cause injury if carelessly handled.	Instruct students to handle appropriate displays with care.
Members of the Public	Students	Students kept in groups. Teaching staff with group at all times.	Teachers and students to be aware that they are in a public place. Members of the public will also be in the museum.
Weather	Students Staff	The museum is an indoor site. Visitors should bring suitable indoor clothing.	Staff should inform students in advance of the trip to bring suitable clothing.
Food	Students Staff	A seated picnic area is available near the Museum.	Teacher to ensure that all students are aware of the Docks (water hazard).
Behaviour of Students	Students Staff	Accompanying adults have responsibility for the students. The museum staff are not responsible for the students behaviour.	All adults with group have prior knowledge of students and keep a register.

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