

Hazard Identification:

Guidelines for writing a school visit risk assessment

If you would like to make a pre-visit to create your own risk assessment please contact the Learning Administrator on 01225 388568 or email learning@holburne.org

Activity/Process	Hazard to Health & Safety	Risk Level H/M/L	Precautions taken to reduce risk
Approaching the Museum via front entrance/drop off point	Moving vehicles	M	School staff should supervise children at all times [1 adult per 8 children (KS1&2) 1 adult per 10 children (KS3&4)]
Museum Doors (large and heavy)	Doors closing and children not able to push them	L	Adults to hold doors while children pass through
Movement around the Museum	Glass building structure and display cases	L	Adults should supervise children at all times [1 adult per 8 children (KS1&2) 1 adult per 10 children (KS3&4). Children should walk at all times
	Slipping on stairs	L	Children should walk at all times
	Slipping on balcony (landing & mezzanine)	L	Children should not climb and should be accompanied at all times
Drawers under exhibits	Catching fingers in drawers	L	Adults should supervise use of drawers
Drawing in galleries	Falling with pencils	L	Children should walk at all times
	Catching fingers in clips on clipboards	L	Supervised use of equipment
	Cutting self or garments with scissors	L	Adults should supervise use of equipment Scissors are child-safe PTO

Art materials (not all are used in every workshop)	Possible allergies and possible ingestion of materials	L	Adults should observe children closely School staff should advise of any allergies prior to visit and administer medication if required and as appropriate Museum keeps COSHH sheets from suppliers; please ask if you would like further details
Visit to Toilets	Toilets are accessible to general public	L	School staff to supervise visits to the toilet
Whole Museum visit	Lost children	L	Museum has a lost children procedure; go to Reception
	Stranger danger	L	Adults should supervise children at all times
	Fire/electrical hazards	L	Museum has fire/emergency evacuation procedures in place
Museum's garden/Sydney Gardens-a visit to the gardens forms part of some school workshops or you may wish to include this as part of your visit	General use	L	School staff must supervise children closely. Keep to paths and lawns and avoid undergrowth
	Public toilets in Sydney Gardens	L	School should use Museum toilets rather than Sydney Gardens toilets
	Dogs use area	L	School staff are advised to be vigilant
	Slipping on grass / tree climbing etc	L	School staff should advise children not to run, slide or climb these trees
Canal in Sydney Gardens	Unguarded path adjacent to canal	L	School staff should advise children to keep away from the edge of the path/canal and must supervise children

Railway Line in Sydney Gardens	Short flight of steps from the gardens to the canal path	L	at all times School staff should supervise children closely
	Narrow path relative to number of children	L	Children should walk in pairs and must be supervised by school staff
	A few nettles among plants along path	L	School staff should warn children about nettles before using the path
	Low parapet by railway viewing point	L	School staff should advise children before visiting this area to keep feet on ground at all times and not climb
	Speed of high speed trains going by	L	School staff should warn children before visiting this area