



## Southend Museums Service Risk Assessment for Museum Visit

**Please note :** This is a basic risk assessment to help you plan your visit to **Central Museum**. It provides a general outline and you will need to add your own details with regards to any special needs of your group.

Area/Activity	Hazard	Risk Level (H/M/L)	Details	Control Measures
Arrival/Departure	<ul style="list-style-type: none"> <li>Traffic on Public Highway</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of visitor being knocked over by a moving vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>It is advised that coaches drop off on museum side of A127, either directly outside the building or at bus stop outside the Civic Centre in Victoria Avenue, then short walk to museum.</li> <li>If alighting at bus stops on opposite side of the road, then teachers/helpers are responsible for guiding children safely across the road.</li> <li>Teachers supervise movement of pupils outside the Museum</li> </ul>
Movement in and around Museum	<ul style="list-style-type: none"> <li>Fire</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of injury or death</li> </ul>	<ul style="list-style-type: none"> <li>Fully maintained fire detection system in place</li> <li>Fire evacuation procedure in place</li> <li>Staff trained in fire evacuation procedures</li> <li>Fire risk assessment in place</li> </ul>
	<ul style="list-style-type: none"> <li>Injury due to slip, trip or fall</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Injury</li> </ul>	<ul style="list-style-type: none"> <li>Museum cleaned and regularly inspected for hazards by staff.</li> <li>First aider/First aid kits present in museum</li> <li>Equipment wires/cables secured and out of reach from children and adults.</li> <li>Teachers to supervise pupil movements within museum</li> <li>Pupils to be instructed to walk at all times</li> </ul>
	<ul style="list-style-type: none"> <li>Fall on stairs</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Injury</li> </ul>	<ul style="list-style-type: none"> <li>Staff to ensure stairs free of trip hazards.</li> <li>Teachers to ensure children use handrail and walk carefully up/down stairs.</li> <li>Planetarium lecturer to ensure daylight adaptation on leaving Planetarium</li> </ul>
	<ul style="list-style-type: none"> <li>Trapping fingers in doors.</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Injury</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision by teachers/helpers.</li> </ul>

	<ul style="list-style-type: none"> <li>Child exits museum unsupervised.</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of child getting lost.</li> <li>Child protection risk</li> <li>Risk of pupil being knocked over by a moving vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision by teachers/helpers.</li> <li>Museum staff to be vigilant where practicable</li> </ul>
	<ul style="list-style-type: none"> <li>Pupil Assault/Abduction</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of injury or abuse</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision by teachers/helpers.</li> <li>Pupils to remain in supervised groups</li> <li>Museum staff to be vigilant where practicable</li> </ul>
	<ul style="list-style-type: none"> <li>Interaction with general visiting public</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of unreasonable/aggressive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision by teachers/helpers.</li> <li>Museum staff to be vigilant where practicable</li> <li>Pupils to remain in supervised groups</li> </ul>

<b>Object Handling</b>	<ul style="list-style-type: none"> <li>Handling objects with sharp edges / points</li> <li>Handling objects with moving parts</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Injury</li> </ul>	<ul style="list-style-type: none"> <li>All staff involved with education sessions trained in object handling and aware of object hazards.</li> <li>All children to be correctly supervised</li> <li>Ensure that clear instructions are given for handling and passing on objects</li> </ul>
	<ul style="list-style-type: none"> <li>Toxicity in artefacts (i.e. preservative in Victorian taxidermy specimens)</li> <li>Handling display /demonstration foodstuffs</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Poisoning</li> <li>Risk of Allergic reaction</li> </ul>	<ul style="list-style-type: none"> <li>Any objects suspected of toxicity will not be put on display where they can be touched.</li> <li>Staff ensure that foodstuffs used for education/display purposes are not consumed by children</li> <li>Teachers and helpers to ensure children wash hands after handling sessions</li> </ul>
	<ul style="list-style-type: none"> <li>Handling objects which may break when dropped</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Injury</li> <li>Risk to Objects</li> </ul>	<ul style="list-style-type: none"> <li>All staff involved with education sessions trained in object handling.</li> <li>All children to be correctly supervised</li> <li>Ensure that clear instructions are given for handling and passing on objects</li> <li>Ensure all pupils are seated correctly (or given alternative instructions)</li> <li>Objects positioned safely on a table</li> </ul>

<b>Planetarium</b>	<ul style="list-style-type: none"> <li>Child becomes distressed as lights extinguished prior to show</li> </ul>	L	<ul style="list-style-type: none"> <li>Risk of Distress</li> </ul>	<ul style="list-style-type: none"> <li>Lecturer ensures clear instructions are given on what will happen prior to and during the show.</li> <li>Lights dimmed gradually</li> <li>Planetarium staff aware of hazards and First-aiders always present in museum.</li> <li>Group always accompanied by responsible</li> </ul>
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	<ul style="list-style-type: none"> <li>Potential for abuse of child by an adult</li> </ul>		<ul style="list-style-type: none"> <li>Child protection risk</li> </ul>	<ul style="list-style-type: none"> <li>adult(s) from visiting school.</li> <li>CRB checks in place for all museum staff</li> <li>IR CCTV camera in place inside Planetarium</li> <li>Child Protection Policy in place</li> </ul>
<b>Eating</b>	<ul style="list-style-type: none"> <li>Food hygiene</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>Risk of stomach upset</li> </ul>	<ul style="list-style-type: none"> <li>Teachers and helpers to ensure children wash hands before eating packed lunches.</li> </ul>
<b>Museum Public Toilet</b>	<ul style="list-style-type: none"> <li>Potential for abuse of child by an adult</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>Child protection risk</li> </ul>	<ul style="list-style-type: none"> <li>Teacher in charge to ensure pupils are escorted to the toilet and supervised as necessary</li> <li>Child Protection Policy in place</li> </ul>