

READING BOROUGH COUNCIL

RISK ASSESSMENT RECORD FOR VISITING SCHOOLS AND GROUPS INCLUDING CHILDREN

*Please note: this risk assessment is not designed to replace an organisation's own risk assessment for their visit.*

HAZARD	TO WHOM	FREQ	SEV	RISK RATING	EXISTING CONTROLS	ACTION REQUIRED
<p><u>Arrival At Museum</u> Coach set down point on Valpy Street, around the corner from the Museum. Pupils required to cross Valpy Street, a two-way street.</p>	Pupils, teachers	2	5	10	Teachers informed of location of set down points and relevant stations.	Teachers are required by schools to do their own risk assessments for external visits - Museum to offer information as requested.
<p><u>Use of Galleries:</u>  Pupils separated from their group</p> <p><b>For paid structured education sessions:</b></p>	Pupils, teachers, School helpers,	2	4	8	Adult helpers notes are provided for each school that books a paid gallery session. Group leaders are instructed to stay	Session leader inform teacher in charge of group at start of session that pupils must remain with their assigned group leader at all times. Also to inform teacher that the

<p>For teacher-led general visits:</p> <p>Interaction with general public in galleries - aggressive/dangerous behaviour from schools groups/general public</p>	General public	2	4	8	with their assigned children at all times	galleries are open to the general public to visit
	Pupils, teachers, School helpers, General public	2	3	6	Teacher-led general visit groups are provided with an information sheet sent with booking or on arrival.	
	As above	4	1	4	School groups supervised by their teachers and accompanying adults - this information sent out at time of booking; booked sessions are controlled by session leader - although pupils remain the responsibility of the teacher in charge; the public galleries are supervised by museum gallery assistants in accordance with usual procedures. Signs are placed indicating that a session is taking place and staff are given guidance on what to do in event of suspicious behaviour by others.	
						Session leaders to advise teachers of

Risk of Theft - Lunches and bags sometimes left in unlocked rooms/bags for coats are not lockable	Pupils; adult helpers; general public	5	1	5	Museum offers locked spaces (dressing rooms) in preference. Staff advise teachers/children to keep money with them when using other spaces	security issues and ensure locked spaces are kept locked.
Large groups - risk of overheating in small spaces, pupils not able to see or participate in group activities	Pupils; adult helpers	2	3	6	Booked groups to be limited to 35 children maximum.	Education staff to ensure teachers are aware of limits to group numbers.
<u>Use of Shop:</u> Limited space in shop - possible injury or damage to goods.	Pupils; adult helpers; general public	2	3	6	Pupils to remain with their adult helpers at all times.  See above - same procedure	Session leaders to ask groups to send limited numbers to the shop area at any one time.
Pupil becoming lost	Pupils	1	6	6		

<u>Use of Museum Facilities:</u>						
In the event of fire or other emergency evacuation - knowledge of procedures unknown	Pupils, teachers, School helpers				All groups, (teacher-led general visits and paid education sessions) are informed of evacuation procedures at the beginning of sessions and lunch. Galleries are supervised by front-of-house team who have responsibilities for clearing all spaces in the event of evacuation being required and will provide instruction. Instructions for helping visitors with mobility disabilities are included in Fire Procedures for Museum Staff	Groups using the ECR room or galleries for lunch - this room is checked by museum gallery staff as part of evacuation procedures The fire exit doors should not be opened for ventilation - windows can be opened if necessary.
Toilets / lunch spaces- pupils unaccompanied or museum staff requested to	Pupils, museum staff	4	3	12	Any group using any lunch space must be accompanied to the room by museum staff and shown the fire exits and have evacuation procedure explained to them  Notes for adult helpers	Town hall lunch spaces. These areas are checked by museum staff in cases of evacuation. Ensure all staff are trained in Monday evacuation procedures

<p>escort pupils</p>					<p>are sent out to schools who book paid education sessions; they give the following instructions: 'We ask all group leaders to stay with their assigned children at all times. Escort them to the toilets and on visits to the shop and any other area of the museum' All staff have read child protection policy guidance and all new staff are CRB checked.</p>	
<p><u>Access</u></p> <p>Sessions take place on all levels of the museum - access is primarily by stairs</p>	<p>Visitors with mobility needs</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Lifts are available and sessions and lunch spaces can be modified to improve accessibility.</p>	
<p><u>Use of museum collections during education sessions and teacher-led visits:</u></p> <p>-Collections causing injury to users</p>	<p>Staff, teachers, adult helpers, pupils</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p><b>For all groups -</b> First aider available in museum at all times and normal first aid procedures in place</p>	<p>A regular review of all museum collections used for sessions run by museum staff to be undertaken as part of Learning and Access Officer's</p>

		2	4	8	<p><b>Paid education visit</b> - session leader to include in their introduction an instruction about the correct way to handle museum objects. They reinforce this by demonstrating good handling procedures themselves throughout the session</p>	<p>audit process to ensure the collections remain suitable for use by the named groups. Curators to ensure objects for handling in galleries are suitable on an ongoing basis.</p>
Resources causing injury to users - grinding spice in mortarium	Staff, teachers, adult helpers, pupils	3	3	9	<p>Session leader to mention in introduction that one activity involves grinding spices. Spices chosen are not known to cause allergic reactions. Information now added to notes</p>	<p>Ensure staff know procedures</p> <p>Action as above</p> <p>Session leaders are trained to ensure collections are checked before and after sessions.</p>
-Museum Staff, pupils, teachers or adult school helpers causing damage or	Collections				<p><b>Teacher-led General visit</b> Gallery staff on duty ensure that all visitors handle/touch only collections specified for this purpose, and give guidance and advice concerning handling for</p>	

loss to collections

those objects to which  
this applies

Controls as above;  
collections in galleries  
are chosen to be suitable  
for handling.

NAME OF ASSESSOR: Margaret Hatton

DATE: 2nd December 2009

POSITION: Learning and Access Officer

REVIEW DATE: 3 December 2010