

**RISK ASSESSMENT FOR
VISITING SCHOOLS AND GROUPS INCLUDING CHILDREN - MUSEUM**

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

| Directorate: DENS | | | | Service/Location: Reading Museum and Town Hall | | | | Task: VISITING SCHOOLS AND GROUPS INCLUDING CHILDREN | | | |
|---|----------------------|------------------|--------|--|-------------|--|----------------|--|-------------|---|------------------------------|
| Hazard | | Before Controls | | | Risk Rating | Existing Controls | After controls | | Risk Rating | Action Required | By Whom and When |
| Activity/Equipment/Process | Possible Injury/Harm | To Whom | L'hood | Severity | | | L'hood | Severity | | | |
| Arrival At Museum Coach set down point on Valpy Street, around the corner from the Museum. Pupils required to cross Valpy Street. | | Pupils, teachers | 2 | 5 | 10 | Teachers informed of location of set down points and relevant stations. | 1 | 5 | 5 | Teachers are required by schools to do their own risk assessments for external visits - Museum to offer information as requested. | Teachers |
| Use of Galleries: Pupils separated from their group during structured education sessions | | Pupils | 2 | 4 | 8 | Adult helpers notes are provided for each school that books a paid gallery session. Group leaders are instructed to stay with their assigned children at all times | 1 | 4 | 4 | Teachers in charge are responsible for all the children and helpers that they bring into the building. Pupils must remain with their assigned group leader at all times. Teachers are aware that the galleries are open to the general public | Teachers and session leaders |
| Use of Galleries: Pupils separated from their group during general visits (unguided) | | Pupils | 2 | 4 | 8 | Teacher-led general visit groups are provided with an information sheet sent with booking or on | 1 | 4 | 4 | Teachers in charge are responsible for all the children and helpers that they bring into the building. Pupils must | Teachers and gallery staff |

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| | | | | | | arrival. | | | | remain with their assigned group leader at all times. Teachers are aware that the galleries are open to the general public | |
| Use of External Sites¹: Pupils separated from their group during structured education sessions or commute ² | | Pupils | 2 | 4 | 8 | Adult helpers notes are provided for each school that books a paid session. Group leaders are instructed to stay with their assigned children at all times | 1 | 4 | 4 | Teachers in charge are responsible for all the children and helpers that they bring to the Museum's sites. Pupils must remain with their assigned group leader at all times. Teachers are aware that the external sites are open to the general public | Teachers and session leaders |
| Interaction with general public in galleries, external sites and during commute | | Public and school visitors | 2 | 3 | 6 | School groups supervised by their teachers and accompanying adults - booked sessions are controlled by session leader - pupils remain the responsibility of the teacher in charge during sessions and commute. The public galleries are supervised by museum gallery assistants; external sites are not supervised by additional Museum staff. | 2 | 3 | 6 | | Teachers, session leaders and gallery staff |

¹ External Sites = Abbey Ruins, Abbey Gateway

² Commute = walk from Museum to External Sites and vice versa

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| | | | | | | | | | | | |
| Risk of Theft - Lunches and bags | | Property | 2 | 2 | 4 | Property is left at owner's risk. Where possible museum offers locked lunch spaces. Teachers to advise pupils to keep valuables with them. Pre-order of items from shop is available. | 2 | 2 | 4 | Teachers to be aware that public have access to building. | Teachers |
| Large groups - risk of overheating in small spaces | | Pupils | 4 | 1 | 4 | Booked groups to be limited to 35 children maximum. | 3 | 1 | 3 | Teachers to limit groups to maximum of 35 per session. Groups on unsupervised visits to limit to maximum groups size. | Teachers |
| Use of Shop: Limited space in shop - possible injury or damage to goods. | | Pupils, visitors and shop items | 2 | 3 | 6 | Teachers informed that they need to visit the shop in small groups. Pupils to remain with their adult helpers at all times. | 2 | 2 | 4 | | Teachers and session leaders |
| Emergency evacuation (fire or other emergency) | | Pupils, teachers and other visitors | 1 | 6 | 6 | Session leaders aware of evacuation procedures. Gallery staff to guide others out during fire evacuation (Museum fire procedures) Groups using lunch spaces informed of fire evacuation routes when they arrive and routes clearly displayed in each area. | 1 | 6 | 6 | | Gallery staff, session leaders and teachers |
| Toilets / lunch spaces- pupils unaccompanied pupils | | Pupils | 3 | 3 | 9 | Teachers and group leaders advised to remain with their groups at all times. Museum staff are not permitted | 2 | 3 | 6 | Museum staff aware of their responsibilities under child protection policy. | Teachers |

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| | | | | | | to supervise pupils whilst using the toilets. | | | | | |
| Use of museum collections during education sessions and teacher-led visits: -Collections causing injury to users | | Teachers, helpers and pupils. | 2 | 3 | 6 | First aider available in museum at all times and normal first aid procedures in place Session leaders to remind all visitors about safe handling of artefacts. | 1 | 3 | 3 | Museum regularly review objects and their suitability for handling. | Teachers and session leaders. |
| Damage or loss to collections | | Museum artefacts | 2 | 2 | 4 | Museum staff give guidance and advice concerning handling of objects | 1 | 2 | 2 | Museum regularly review objects and their suitability for handling. | All staff |
| Access Museum: Sessions take place on all levels of the museum - access is primarily by stairs, lifts are available throughout building. External sites: the Abbey Gateway is only accessible by stairs | | | | | | | | | | Teachers: Please see Access Policy on Museum website. | |

Name of Assessor: Guja Bandini

Date: 06/09/18

Position: Learning officer

Review Date: 06/09/19

READING BOROUGH COUNCIL

RISK FACTOR CALCULATION SHEET

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

| Likelihood | | Risk band |
|------------|---|-----------|
| 1 | A highly improbable occurrence (not known) | Low |
| 2 | A remotely possible (may have happened) | Low |
| 3 | An occasional occurrence (known) | Med |
| 4 | A frequent occurrence (happens) | Med |
| 5 | A frequent and regular occurrence | High |
| 6 | Almost a certainty (immediate ACTION to prevent a disaster) | High |

Now decide how SEVERE the accident or illness could be. Use scale below.

| Severity | | Risk band |
|----------|--|-----------|
| 1 | Negligible injuries/illness/damage | Low |
| 2 | Minor injury/illness/damage | Low |
| 3 | Major injury/illness/damage (RIDDOR?) | Med |
| 4 | Single fatality/serious illness/damage | Med |
| 5 | Multiple fatality/very serious illness | High |
| 6 | Multiple fatalities (including off site) Certain death from consequential illness | High |

Likelihood x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

RISK ASSESSMENT CALCULATION TABLE

| | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|----|----|----|----|----|
| 1 | 1 | 2 | 3 | 4 | 5 | 6 |
| 2 | 2 | 4 | 6 | 8 | 10 | 12 |
| 3 | 3 | 6 | 9 | 12 | 15 | 18 |
| 4 | 4 | 8 | 12 | 16 | 20 | 24 |
| 5 | 5 | 10 | 15 | 20 | 25 | 30 |
| 6 | 6 | 12 | 18 | 24 | 30 | 36 |

RISK ASSESSMENT SCORE

| | | |
|---------|-------------|---|
| 1 - 6 | LOW RISK | Keep assessment under review |
| 8 - 12 | MEDIUM RISK | Put in place effective control measures & monitor |
| 15 - 36 | HIGH RISK | Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work |