

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. All teachers are invited to presession meetings where we explain logistics and suggest safest routes. We offer to meet schools at the coach set down point to help guiding the children if required.	1	5	5	Teachers are required by schools to do their own risk assessments for external visits - Museum to offer information as requested. We will continue to invite all teachers to presession meetings where we explain logistics and suggest safest routes.	Teachers, Learning Team
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 The recommended minimum ratio is 1 adult helper for every	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

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						10 children.				If the ratio of 1 adult for 10 children is not fulfilled by the school, it is the teachers' responsibility to ensure that the group is properly supervised.	
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 arrival. The recommended ratio is 1 adult helper for every 10 children.	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 If the ratio of 1 adult for 10 children is not fulfilled by the school, it is the teachers' responsibility to ensure that the group is properly supervised.	Teachers and gallery staff
Use of External Sites¹: Pupils separated from their group during structured		Pupils	2	4	8	Adult helpers notes are provided for each school that books a paid session. Group leaders are instructed	1	4	4	Teachers in charge are responsible for all the children and helpers that they bring to the Museum's sites. Pupils	Teachers and session leaders

¹ External Sites = Abbey Ruins, Abbey Gateway

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education sessions or commute²						to stay with their assigned children at all times				must remain with their assigned group leader at all times. Teachers are aware that the external sites are open to the general public	
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
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		Pupils, visitors and shop	2	3	6	Teachers informed that they need to visit the shop in small groups.	2	2	4		Teachers and session leaders

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

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damage to goods.		items				Pupils to remain with their adult helpers at all times.					
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 to supervise pupils whilst using the toilets.	2	3	6	Museum staff aware of their responsibilities under child protection policy.	Teachers
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										Teachers: Please see Access Policy on Museum website.	

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throughout building. External sites: the Abbey Gateway is only accessible by stairs											
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Name of Assessor: Guja Bandini

Date: 07/01/2026

Position: Learning officer

Review Date: 07/01/2027

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