



Member of the Association of Independent Museums

Charity No. 1087459

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Steam Pumping Station, Hatfield Road, Langford,

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RISK ASSESSMENT: EDUCATIONAL VISITS

<p>Significant HAZARDS Likely places/ways that people could be seriously harmed</p>	<p>CONTROL MEASURES and PRECAUTIONS that staff agree to adopt as their normal practice <i>The museum expects all organisations to have completed their usual visit risk assessment process. In the case of schools this will be in line with the ECC Education Visit H&S Code of Practice. Additional measures specific to our site are suggested below. Decide which are helpful and applicable, and delete or put a cross against those that are not. Add extra measures in each section as needed.</i></p>
<p>Inadequate planning and organisation → accidents/injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A plan for the visit and details of all activities has been agreed with the museum staff <input type="checkbox"/>
<p>Exposure to adverse effects of weather → cold injury, heat injury, over exposure to sun etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Consider possible weather conditions and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, suncream etc.) <input type="checkbox"/> Plan and make provision for young people who may not bring suitable kit, including arranging checks before departure and/or bringing spares <input type="checkbox"/> Obtain weather forecast and adjust plans accordingly <input type="checkbox"/>
<p>Young person lost or separated from group → trauma / upset / injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group leader will ensure that supervising staff are competent and understand their roles <input type="checkbox"/> Adult/child ratios will be appropriate and sufficient <input type="checkbox"/> Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) <input type="checkbox"/> Ensure that young people are fully aware of itinerary and supervision/meeting arrangements <input type="checkbox"/> Young people will be briefed as what to do if separated from group <input type="checkbox"/> Leaders will conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups <input type="checkbox"/>
<p>Activities in, on or near water (river runs through the site) → drowning/hypothermia</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Warning signs and safety floatation devices are in place <input type="checkbox"/> Activities involving or near water will be carefully pre-planned, and appropriate risk assessments and control measures put in place. <input type="checkbox"/> Young people should not be left to roam across the site unsupervised

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<p>Special medical, behavioural needs of specific young people → injury / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit leader(s) will carry information regarding medical conditions and any relevant medication <input type="checkbox"/>
<p>Emergencies Inadequate procedures → delayed help/support → deterioration of condition</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The school has an emergency plan for dealing with an incident on a educational visit <input type="checkbox"/> A complete first aid kit is located in the museum office. <input type="checkbox"/> Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number will be held by group leader and school contact <input type="checkbox"/> Staff will brief young people regarding emergency procedures during the introduction session on arrival <input type="checkbox"/>
<p>Misbehaviour/misconduct <input type="checkbox"/><input type="checkbox"/>accidents/injuries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supervision will be sufficient and appropriate to manage the group safely <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/>
<p>Allergic reactions, Poisons, stings, bites <input type="checkbox"/><input type="checkbox"/>trauma / illness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff will be briefed regarding group members with known allergies, and will be trained to treat accordingly <input type="checkbox"/> Staff will check that young people and/or leaders carry any necessary medication <input type="checkbox"/> Known high risk situations will be avoided, and appropriate avoidance action taken if necessary <input type="checkbox"/>
<p>Grounds/buildings <input type="checkbox"/><input type="checkbox"/>slips/trips and falls</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Warning notices posted <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required and the need to take care on uneven and slippery surfaces <input type="checkbox"/>
<p>Moving machinery <input type="checkbox"/><input type="checkbox"/>accidents/injuries</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safety rails and warning signs in place <input type="checkbox"/> Young people will be briefed regarding conduct/behaviour required <input type="checkbox"/>
<p>Additional hazards</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Additional precautions