

# Educational Visits Risk Assessment

Description of Hazard	Who might be at risk?	Controls	Risk
Front entry leading on the street: cars, traffic	Everyone	Supervision by accompanying adults or group leaders	L
Front door: trapping fingers in the door	Everyone	Supervision by accompanying adults or group leaders Door Monitors - adult holds door open for group	L
Steps: Falling, slipping, tripping	Everyone	Supervision by accompanying adults or group leaders Accompanying adults or group leaders must make their group aware of the hazardous nature of the steps Groups should proceed in single file into and in the Museum Accompanying adults, group leaders and museum workforce ask children to walk not run or push Facilities Manager and relevant workforce monitor condition of stair carpet; take remedial action if it becomes a risk	L

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<p>Narrow corridors: falling or being pushed</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Groups should proceed in a single file into and in the museum</p> <p>Accompanying adults, group leaders and museum workforce ask children to walk not run or push</p> <p>Facilities Manager and relevant workforce monitor condition of stair carpet; take remedial action if it becomes a risk</p>	<p>L</p>
<p>Glass Cases: Bruising (if walked in to) Cuts (if glass broken)</p>	<p>Everyone</p>	<p>Groups should proceed in a single file into and in the museum</p> <p>Accompanying adults, group leaders and museum workforce ask children to walk not run or push</p> <p>Children asked not to lean on cases</p>	<p>L</p>
<p>Floors: running in the museum can cause the wooden floor to tremble and the cases to vibrate. Tripping and slipping</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Groups should proceed in a single file into and in the museum</p> <p>Accompanying adults, group leaders and museum workforce ask children to walk not run or push</p>	<p>L</p>
<p>Uneven floor: slipping, stumbling</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Monitor condition, take remedial action if it becomes a risk</p>	<p>L</p>

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		All museum workforce will be made aware of the dangers of leaving trip hazards in the gallery, such as electrical cables across gangways, tools, equipment etc.	
Using the toilets: slipping in wet floor, Trapped and pinched fingers (under toilet seats or door) Illness (because of unhygienic facilities) hot water	Everyone	Supervision at all times by accompanying adults or group leaders Regular check of the toilets state by museum workforce	L
Shop: bruising or cutting with sharp objects or broken glass (if walked in to displays), ingesting small objects	Everyone	Supervision at all times by accompanying adults or group leaders Regular check of the toilets state by museum workforce Shop displays safely secured	L
Electrical Appliances	Everyone	All electrical appliances will be supervised and secured by a selected and trained member of the museum workforce	L

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Emergency Evacuation	Everyone	<p>Museum workforce trained in evacuation procedures</p> <p>Supervision at all times by accompanying adults or group leaders Museum workforce brief group leaders on evacuation procedures.</p> <p>Evacuation procedures posted clearly throughout building</p> <p>The museum's and Emergency Plan will be available to schools upon request</p>	L
Fire	Everyone	Follow same procedures than in Emergency Evacuation	L
Disorientation on site	Children visiting or vulnerable adults the Museum	<p>Supervision at all times by accompanying adults or group leaders</p> <p>In case of lost and upset children the workforce will follow the procedures stated in the MEAA Children and Vulnerable Adults Safeguarding Policy (available upon request)</p> <p>Signage in place</p>	L

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Access	Visitors with limited accessibility	<p>Members of the workforce are trained to accompany, advice or assist any participants with limited accessibility</p> <p>Elevator and ramps accessible.</p> <p>Large print labels available</p> <p>For more information please see MEAA Access Policy (available upon request)</p>	L
Attendance of Uninvited Visitors	Everyone	<p>Security Staff on duty</p> <p>Security cameras in place</p> <p>Security procedures in place</p> <p>Most sessions take place on Mondays when the museum is closed to the general public</p>	L
Abuse on the site by Visitors or Workforce	Children and Vulnerable Adults	<p>Supervision by accompanying adults or group leaders</p> <p>Workforce trained to implement Children and Vulnerable Adults Safeguarding procedures</p>	L
Using Scissors: cutting or bruising fingers	Everyone	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop leader to provide demonstrations throughout the workshop</p> <p>Accompanying adults or group leaders responsible for administering first aid</p> <p>Museum workforce responsible for supervising the materials before and after workshops</p>	L

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<p>Using glue: potentially dangerous if inhaled, ingested or in contact with eyes</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop leader to provide demonstrations throughout the workshop</p> <p>Accompanying adults or group leaders responsible for administering first aid</p> <p>Museum workforce responsible for supervising the materials before and after workshops</p>	<p>L</p>
<p>Using pen and pencils: potentially dangerous if sharp</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop leader to provide demonstrations throughout the workshop</p> <p>Accompanying adults or group leaders responsible for administering first aid</p> <p>Museum workforce responsible for supervising the materials before and after workshops</p>	<p>L</p>
<p>Handling sharp objects: cutting or bruising hands</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop Leader to instruct groups on correct handling techniques</p> <p>Workshop to give verbal warning about the nature of the objects to be handled</p> <p>Accompanying adults or group leaders responsible for administering first aid</p>	<p>L</p>

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<p>Handling heavy objects: hurting fingers or feet</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop Leader to instruct groups on correct handling techniques</p> <p>Workshop to give verbal warning about the nature of the objects to be handled</p> <p>Accompanying adults or group leaders responsible for administering first aid</p>	<p>L</p>
<p>Handling small objects: Swallowing</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop Leader to instruct groups on correct handling techniques</p> <p>Workshop to give verbal warning about the nature of the objects to be handled</p> <p>Accompanying adults or group leaders responsible for administering first aid</p>	<p>L</p>
<p>Handling objects: Damage to objects</p>	<p>Everyone</p>	<p>Supervision by accompanying adults or group leaders</p> <p>Workshop Leader to instruct groups on correct handling techniques</p> <p>Workshop to give verbal warning about the nature of the objects to be handled</p> <p>Accompanying adults or group leaders responsible for administering first aid</p>	<p>L</p>