

Title of Activity being Assessed	School visits to the Museum of Hartlepool
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Department	Division/School	Section	Date initial assessment undertaken	Ref number	
Regeneration and Neighbourhoods		Cultural Services	May 2020		
Name & Job titles of Persons involved in assessment		Name & Job title of Manager authorising assessment	Date Risk assessment explained to employees	Number of pages in assessment	
Lisa Newton (Cultural Officer (Education Development))		Ashley Landsbury (Museum and Gallery Manager)	May 2020	5 pages	
What are the hazards	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom by when	Date complete (xx/xx/xx)
Moving children between the car park and the Museum	Children	The adult from the school should direct the children directly to the path, then directly into the building. Children are supervised directly by the adults present. Schools are instructed to bring an appropriate ratio of adults to children. (Under 5's – 1:4, KS1 & 2 – 1:8, KS3 & 4 – 1:10)			
Slips and trips when moving between the car park and the museum	Children/Adults	It is an open area with no obstacles. Children move between these locations in daylight hours and therefore have sufficient light to see. Children should be supervised directly by adults present from			

		the school at an appropriate ratio of adults to children. (As above)			
Slips and trips in the Museum	Children/Adults	Sufficient lighting levels are in evidence. Adequate space is given between exhibits for access/egress. The floor area is flat reducing the likelihood of trip hazards. Children should be supervised directly by the adults provided by the school.			
Fire	Children/Adults	A fire risk assessment is in place for this building and held in the NMRN Manager's office. Testing is occurring for all fire provisions. The supervising teacher responsible for this activity should hold a list of children present. Before the school enters site each adult should be assigned a number of children for whom they are responsible. In the event of a fire the Museum's policy is followed with all individuals exiting the building. Each school representative adult should ensure that the children who they have been assigned exit the building with them, following the directions of the museum staff.			
Children's security issues	Children/Adults	The school provided adult should constantly supervise the children to ensure that they behave in the correct manner and to check that they do not wander off or enter locations where they should not be. Locations that are cordoned off or behind barriers should not be entered. A child protection policy is in place, please see child protection section below.			
Craft work – using scissors, glues, pencils, pens, etc.	Children/Adults	All equipment purchased is for use by children. This includes the purchasing of safe glue and children's scissors with rounded edges. Materials such as sequins are used in craft activities. Adults should supervise children at all times and instruct children not to put craft materials in their mouths.			
Displays falling over, objects falling from	Children/Adults	Staff inspect all displays and objects in the museum as part of their general duties and cleaning and			

walls		maintenance duties.			
Children playing in the coble boat in the museum	Children	There are steps leading up to the boat with a handhold bar to facilitate access. The boat itself is boarded with two areas used for seating. Adults from the school should supervise children to reduce any horseplay.			
Injury from projecting display cases and edges	Children / Adults	The school provided adult should constantly supervise the children to ensure that they behave in the correct manner and the children are told not to run whilst in the museum.			
Activities taking place in the education space - handling of artefacts and paperwork.	Children	Adults from the school party should supervise children during all activities. To ensure that they do not trip over chairs or desks, each group of desk and chairs are given sufficient space to allow ease of access to and around them. The area is well lit ensuring good all-round visibility. Children should be seated at all times during handling sessions. Resources and artefacts used in sessions are inspected by a Cultural services Education Officer on a regular basis to ensure they are suitable for use.			
Activities taking place in the education space	Children	Adults from the school party should supervise children during all activities. All participants are instructed in completing each activity. All sessions are supervised by a Cultural Services Education Officer, casual staff or a facilitator employed by Cultural Services. All equipment provided is designed for use by children i.e. rounded scissors and safe glue, adults from the school should instruct participants not to put materials in their mouths.			
Activities taking place around the	Children	Adults from the school must supervise the children while completing tasks around the Museum. Children			

Museum		are told to stay with their designated adult.			
Education space is located in the Museum and open plan.	Children/ Adults/ Museum Staff	The school provided adult must stay with their designated children at all times when in the Education Space. Children should be instructed to remain in the Education space while completing activities within the room or tell an adult from the school if they need to go out of the space who should accompany them.			
Child protection issues whilst on site –The Museum of Hartlepool is open to the public with no separate designated toilets for use by children.	Children/Adults/ Museum staff	The school provided adult supervises the children and should be aware that the children will be using public toilets. There is a child protection policy in place and all Cultural Services staff are aware of the child protection policy and kept informed of any changes in policy. All HBC staff who work with children are DBS checked.			
P.S.S Wingfield castle	Children	Currently closed to the public, adults from the school should supervise children to make sure they do not attempt to board the ship. The gates to the gangplanks are kept are locked.			

Reviews must be undertaken annually or if anything happens which may indicate the controls are not working effectively. If significant changes are required a revised risk assessment must be produced.

Review of Risk Assessment					
Date of review	Reason for review	Are the hazards and risks still being adequately controlled?	Do you need to do anything else to control the risks	Action by whom	Date complete

Notes:

PPE requirements must be logged on the PPE assessment sheet & should be attached to this risk assessment.