

## The New Forest Centre - Risk Assessment for Gallery and Verderers Court Session

Visit to The New Forest Centre

Group size Max 40

Ratio As LEA guidelines

Identifying the hazards – assessing the risks	Risk rating	Control measures – reducing the risks	Risk outcome
<b>Site and it's movement</b> <ul style="list-style-type: none"> <li>▪ Open plan shop area with open exit points</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Pupils to be supervised by school supervisor at all times.</li> <li>▪ Pupils told when in Museum not to go through any doors unaccompanied.</li> <li>▪ Pupils entering shop in small groups</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Shared access with general public to Museum displays</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Museum staff clearly identified by name badges/uniforms.</li> <li>▪ Any volunteers in Museum introduced when return to the Centre</li> <li>▪ Pupils encouraged to stay within sight of their known adults</li> <li>▪ All Centre Education Officers CRB checked</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Access to toilet area possible by general public</li> </ul>	Medium		Low
<ul style="list-style-type: none"> <li>▪ Stairs to first floor</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Pupils to be accompanied by member of school staff when visiting toilets.</li> <li>▪ Pupils to be reminded to walk up and down stairs. Lift available for those with disabilities</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Moving around the activity areas – slips, trips, falls – injury.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Pupils reminded to walk around museum sensibly.</li> </ul>	Low
<b>Travel to Verderers Court</b> <ul style="list-style-type: none"> <li>▪ Crossing Carpark – Risk of RTA, Pupil getting separated/lost</li> </ul>	High	<ul style="list-style-type: none"> <li>▪ Pupils to cross roads following school policies. Teacher to oversee all road crossings.</li> <li>▪ Pupils to walk through carpark on side closest to the bins – less risk of vehicles reversing into pupils</li> <li>▪ Pupils to stay within sight of known adults at all times.</li> <li>▪ Education Officer to wear High Vis Jacket. Teacher offered one as well.</li> <li>▪ Pupils warned of danger and advised to walk single file.</li> <li>▪ Pupils warned of danger and advised to use hand rail</li> <li>▪ Good house Keeping by Forestry Commission monitored by NFC staff</li> <li>▪ Pupils to use hand rails when climbing steps and adult always present.</li> </ul>	Low
<ul style="list-style-type: none"> <li>▪ Low slates on roof in Church Lane</li> <li>▪ Slippery stones on stairway into church yard</li> <li>▪ <b>Verderers Court</b> - Steps up to benches and Dock, uneven floors – risk of trips and falls</li> </ul>	Medium Medium Medium		Low Low Low
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Dressing up – infection, head lice, allergic reaction</li> </ul>	Medium	<ul style="list-style-type: none"> <li>▪ Try on outfits over own clothes</li> <li>▪ Masks / hats with smooth inner surfaces</li> <li>▪ Regular cleaning programme</li> </ul>	Low
<ul style="list-style-type: none"> <li>• Damage to Museum Exhibits – especially handling objects</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Pupils behaviour expectations explained on entry to museum and discussed with teacher at pre visit</li> <li>▪ Planned and controlled movement of groups.</li> </ul>	Low
<b>Group</b> <ul style="list-style-type: none"> <li>▪ Poor group behaviour – risk of damage to exhibits, injury to members of group or general public</li> </ul>	Low	<ul style="list-style-type: none"> <li>▪ Class teacher responsible for group behaviour at all times</li> <li>▪ Education officer to describe desired behaviours at beginning of session.</li> <li>▪ Education Officer/Volunteers/Museum Staff reserve the right to request removal of a pupil from a dangerous or damaging situation</li> </ul>	Low
Emergency Contact Numbers <span style="float: right;">New Forest Museum 023 8028 3444</span>			

Completed by *Suzie Moore*, Education Development Officer The New Forest Centre

Date revised: **Jan 2011**