

MARGATE MUSEUM

Old Town Hall, Market Place,
Margate, CT9 1ER
01843 231 213

Generic Risk Assessment for School and Group Visits

The Museum has a written Health and Safety Policy with which staff are fully conversant.

Establishment/School				Date of visit
Who might be harmed? Employees, visitors, pupils, volunteers, trainees, staff and students.				How many are affected?
Activity	Hazard	Existing Control Measures	Severity of Risk (after control measures implemented)	Further Control Measures Required?
1.General Visit	Not familiar with the building or with its layout	<ul style="list-style-type: none"> Group Leaders will be issued with a plan of the building indicating fire exits and extinguishers. They will be given guidelines regarding behaviour and safety. Museum Volunteers will be available for advice and assistance. 	Low	

2.Safety and Security of Visitors	<p>Visitors getting lost or groups being split up</p> <p>Risk from strangers</p>	<ul style="list-style-type: none"> • Plan of Museum issued to group. • Appropriate Teacher/Pupil ratio to be maintained by visiting groups. • All volunteers identified by name badges. • The staff toilets are available for emergencies only. A policy of accompanied toilet visits must be adhered to. 	Low	
3.Fire and Emergency	Groups unfamiliar with what to do in an emergency	<ul style="list-style-type: none"> • All volunteers are trained in emergency evacuation procedures. • The plans given to the groups on their arrival provide information on fire exits and assembly points and on the procedure for reporting to the authorities. • Group leaders will be expected to produce a comprehensive list of names and contact numbers for the group, if required to do so. 	Medium	
4.First Aid	Injury/Illness	<ul style="list-style-type: none"> • There will be staff on site trained in First Aid. • Prior to the visit, the group leaders are responsible for finding out about and preparing for the medical requirements of their group. 	Low	

5.Groups with Special Needs	<p>Demands on staff/supervision may be greater.</p> <p>Access may be difficult for some wheelchair users.</p>	<ul style="list-style-type: none"> • The Adult/Student ratio must be appropriate. • Group leaders must inform Museum staff of any special requirements prior to the visit. • Vulnerable visitors should be supervised at all times. • Due to the age and layout of the building, access for wheelchairs to the ground floor might be restricted by narrow doorways and corridors. Access to the first floor is impossible due to the absence of a lift. 	High	
6.Group activities on site	<p>Injury caused by equipment such as scissors.</p>	<ul style="list-style-type: none"> • All equipment provided conforms to British standards for use by children. • Cutting implements will be used under strict supervision only. • Plastic will be used instead of glass wherever possible. • Any substances used are checked to ensure they are harmless and non-toxic. 	Low	