

**MARGATE MUSEUM: TUDOR HOUSE**

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**Generic Risk Assessment for School and Group Visits**

The Museum and Tudor House have a written Health and Safety Policy with which staff are fully conversant.

| <b>Establishment/School</b>   |   |  |  | <b>Date of visit</b>                      |
|---|---|--|--|---|
| <b>Who might be harmed?</b><br>Employees, visitors, pupils, volunteers, trainees, staff and students. |   |  |  | <b>How many are affected?</b>             |
| <b>Activity</b>   | <b>Hazard</b>   | <b>Existing Control Measures</b>   | <b>Severity of Risk<br/>(after control measures implemented)</b> | <b>Further Control Measures Required?</b> |
| 1.General Visit   | Not familiar with the building or with its layout<br><br>Uneven floors on Ground Floor<br><br>Large step up to room at left<br><br>Ramp into Main Room<br><br>Spiral staircase<br><br>Rope banister | <ul style="list-style-type: none"> <li>• Group Leaders will be issued with a plan of the building indicating fire exits and extinguishers.</li> <li>• They will be given guidelines regarding behaviour and safety.</li> <li>• Tudor House Volunteers will be available for advice and assistance.</li> <li>• The garden staircase can be accessed as an alternative to the spiral staircase.</li> </ul> | Low/Med  |   |

|                                   |  |   |         |  |
|-----------------------------------|--|---|---------|--|
| General Visit<br>(continued)      | Uneven floorboards on first floor<br><br>Damaged windows but protected from visitors |   | Low/Med |  |
| 2.Safety and Security of Visitors | Visitors getting lost or split up<br>Risk from strangers                             | <ul style="list-style-type: none"> <li>• Plan of Tudor House issued to group.</li> <li>• Appropriate Teacher/Pupil ratio to be maintained by visiting groups.</li> <li>• All volunteers identified by name badges.</li> <li>• The staff toilets are available for emergencies only. A policy of accompanied toilet visits must be adhered to.</li> <li>• Only 30 children or 20 adults at one time</li> </ul> | Low     |  |
| 3.Fire and Emergency              | Groups unfamiliar with what to do in an emergency                                    | <ul style="list-style-type: none"> <li>• All volunteers are trained in emergency evacuation procedures.</li> <li>• The plans given to the groups on their arrival provide information on fire exits and assembly points and procedure for reporting to the authorities.</li> <li>• Group will be expected to produce a comprehensive list of names if required to do so.</li> </ul>                           | Medium  |  |
| 4.First Aid                       | Injury/Illness   | <ul style="list-style-type: none"> <li>• There will be staff on site trained in First Aid.</li> <li>• Prior to the visit, the group leaders are responsible for finding out about and preparing for the medical</li> </ul>  | Low     |  |

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|  |  | requirements of their group. |  |  |
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| 5.Groups with Special Needs | <p>Demands on staff/supervision may be greater.</p> <p>There is NO access for wheelchairs.</p> | <ul style="list-style-type: none"> <li>• The Adult/Student ratio must be appropriate.</li> <li>• Group leaders must inform Museum staff of any special requirements prior to the visit.</li> <li>• Vulnerable visitors should be supervised at all times.</li> </ul>  | High |  |
| 6.Group activities on site  | <p>Injury caused by equipment such as scissors.</p>  | <ul style="list-style-type: none"> <li>• All equipment provided conforms to British standards for use by children.</li> <li>• Cutting implements will be used under strict supervision only.</li> <li>• Plastic will be used instead of glass wherever possible.</li> <li>• Any substances used are checked to ensure they are harmless and non-toxic.</li> </ul> | Low  |  |