

Aldeburgh Museum Risk Assessment for schools 2020

Hazard	Risk	Level	Likelihood	Actions required by the museum	Actions required by the school
Movement around the Moot Hall	Slips, trip and falls	Moderate	Low	<ul style="list-style-type: none"> Advise pupils not to run Use handrails, when using both the outside and inside stairs Ensure all aware of identity of first aider within school party and location of first aid kits. 	<ul style="list-style-type: none"> Reinforce museum staff's advice Bring first aider and kit if necessary.
Fire or other emergency where evacuation is required	Personal injury	Moderate	Low	<ul style="list-style-type: none"> Explain fire procedures and point out fire exits. 	<ul style="list-style-type: none"> Supervise all children if evacuation required
Accident or illness during visit	Personal injury	Low	Low	<ul style="list-style-type: none"> Check supervising adults have their own procedures. Know location of first aid kit and any first aiders. 	<ul style="list-style-type: none"> First aider required for pupils.
Handling of collection	Personal injury	Moderate	Low	<ul style="list-style-type: none"> Explanation of handling/not handling in the museum by museum staff 	
Irresponsible behaviour by individuals		Low	Moderate	<ul style="list-style-type: none"> Ensure that supervising adults maintain a suitable level of discipline. Brief the children on what is expected of them in the museum 	<ul style="list-style-type: none"> Teachers and school staff to accompany the children at all times and reinforce the museum's brief.
Traffic outside the Moot Hall	Personal injury	Moderate	Moderate	<ul style="list-style-type: none"> Brief everyone on the road outside the moot hall. 	<ul style="list-style-type: none"> Ensure pupils are adequately supervised at all times.
Child protection	Abuse that may be physical, sexual or verbal.	Moderate	Low	<ul style="list-style-type: none"> The museum is shut to members of the public whilst a school is visiting. 	<ul style="list-style-type: none"> Children to be supervised at all times by school staff.