

## **Schools' Risk Assessment 2009/10**

In accordance with the Health and Safety at Work Act 1974 and regulations made under it, the Geffrye Museum will take all reasonable and practicable steps to ensure the health, safety and welfare of all visitors, staff and contractors who may be affected by its activities.

The potential for health and safety risks to school pupils and Teachers visiting the museum is minimal.

This document contains information on the general assessment of risk. Teachers are also welcome to make a pre-visit to create an enhanced assessment if required.

Please telephone the Bookings and Information Officer: 020 7739 9893 to make an appointment.

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Education Officer for Schools and Formal Learning

Assessment Date: Sept 2009  
Review Date: Sept 2010

Action scoring criteria	
<b>Likelihood</b>	
1	Unlikely though conceivable
2	Possible but unusual
3	Even chance
4	Probably / not surprising
5	Likely / to be expected
<b>Severity</b>	
1	Scratch, minor abrasion, bruise, general discomfort, no property damage.
2	Cuts, minor burns, sprains, minor ill health, allergy, property damage.
3	Bone fracture, temporary illness, property damage between £1,000 and £10,000
4	Unconsciousness, major burn, serious illness, loss of limb or eye, extensive property damage up to £2M
5	Fatality or property damage in excess of £2M
Overall risk= likelihood X Severity	
<b>Risk Factor score of 25 = severe risk</b>	
<b>Risk Factor score of 1 = minor risk</b>	

### Museum building risk table

Areas most at risk	Risk factor (Likelihood x severity)	How the risk will be controlled
Slips, trips and falls. Could occur on uneven surfaces	$3 \times 3 = 9$	Museum teaching staff will point out potential hazards to pupils and teachers. Maintenance staff will erect signs if floors are slippery and wet. <i>Schools are invited to bring a first aid kit. There is always a member of museum staff trained in first aid on duty. First aid kits stationed throughout the museum (only authorised personnel from school or museum should administer first aid)</i>
Falling off a stool. Could occur if a child is rocking on a stool	$4 \times 2 = 8$	Museum staff and visiting teachers should ensure pupils are sitting correctly on stools and not balancing or rocking on them.
Major fall. Could occur on steps leading down to art rooms	$2 \times 2 = 4$	Pupils will be escorted to classrooms. Museum staff or teachers should point out the danger of the stairs and ask that children hold the handrail and walk slowly.
Handling objects. A child could swallow small parts or trap fingers in items with moveable parts	$2 \times 2 = 4$	Handling items should be used with care and supervised by museum staff and class teachers and adult helpers. Children encouraged to handle historic items correctly.
Verbal / physical abuse. Could happen between children or towards them from members of the public. Children could direct abuse at teachers / museum staff	$2 \times 1 = 2$	Museum educator will brief children on museum behaviour, which should be reinforced by class teacher and adult helpers. Front of house staff will deal with members of the public who behave inappropriately.
Appropriate vetting for museum teaching staff to ensure no unsuitable individuals in contact with children	$1 \times 1 = 1$	All museum education staff hold current enhanced CRB disclosure. The museum has a child protection policy which is regularly reviewed. The child protection officer is Alison Lightbown, Head of Learning & Education.

Child left behind. Could have wandered to another part of the museum, no head count done at the end of the trip	$1 \times 1 = 1$	Ensure bookings officer has correct contact details. Teachers' should 'head count' the class before leaving the premises. In the unlikely event, the museum child protection policy will be employed: The school will be contacted and child supervised by an Education Officer until the class teacher or a parent/ guardian comes to collect.
Missing Child / Abduction. The museum is open to members of the public and children will be in public spaces during their teaching sessions	$1 \times 5 = 5$	Adequate ratio of staff to children should be provided by the school – <b>the museum suggests a 1-8 ratio.</b> Children remain in the 'duty of care' of their Teachers during the visit and must be supervised at all times in the museum. Museum staff should be alerted in the unlikely event of a missing child and museum child protection procedures will be employed: Police will be called once a sweep of the building has been conducted.

### Museum grounds risk table

Areas most at risk	Risk factor	How the risk will be controlled
Slips, trips and falls. Could occur on uneven pathways during teaching sessions in the garden.	$3 \times 3 = 9$	Museum teaching staff will ensure safety by pointing out potential hazards to pupils and teachers. Pupils should stay within designated areas and move around the period gardens slowly and carefully. There is open space for play at the front of the museum but care should be taken on pathways. <i>Schools are invited to bring a first aid kit. There is always a member of museum staff trained in first aid on duty. First aid kits stationed throughout the museum (only authorised personnel from school or museum should administer first aid)</i>
General injury. Could occur on the front lawn when children are playing /running or if they venture into private areas of the garden	$3 \times 3 = 9$	Visiting teachers are responsible for their class while playing in the front garden at lunchtime or between sessions and at all other times. Accidents should be reported to the front desk and first aid administered where necessary (only authorised personnel from school or museum should administer first aid)

<p>Allergic reaction. Could occur if children pick, touch or eat plants, or as a result of pollen bee stings</p>	<p><math>2 \times 2 = 4</math></p>	<p>All potentially poisonous plants are clearly labelled in the garden. Museum teaching staff will ensure safety by pointing our potential hazards to pupils and teachers. Pupils should not touch plants unless supervised. Children with allergies to have appropriate medication with them.</p>
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### Art room risk table

Areas most at risk	Risk factor	How the risk will be controlled
<p>Using equipment. A child could cut themselves during an art and craft session</p>	<p><math>2 \times 2 = 4</math></p>	<p>Museum teaching staff will ensure safety by pointing our potential hazards to pupils and teachers. Children will not use equipment unless directly supervised. All equipment is kept in a locked cupboard between sessions. <i>Schools are invited to bring a first aid kit</i> <i>There is always a member of museum staff trained in first aid on duty. First aid kits stationed throughout the museum</i> <i>(only authorised personnel from school or museum should administer first aid)</i></p>
<p>Walking / running with equipment. A child could injure themselves or others if running with scissors or a sharp pencil etc,</p>	<p><math>2 \times 2 = 4</math></p>	<p>Museum teaching staff will ensure safety by pointing our potential hazards to pupils and teachers. Class teachers to reinforce good behaviour in the art rooms. Round-ended scissors will be provided for younger children.</p>
<p>Falling off stool Could occur by child rocking on a stool</p>	<p><math>3 \times 3 = 9</math></p>	<p>Museum staff and visiting teachers should ensure pupils are sitting correctly on stools and not balancing or rocking on them.</p>

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