

# Risk Assessment for School Group Visits

## Hazard Assessment

Six monthly hazard assessments are carried out by museum staff. A copy of this document is available on request.

In addition, the following have been put in place:

- Cloakroom facilities including coat hooks easily accessible to children.
- Room available for children to have their break and eat lunch.
- Electrical sockets fitted with child proof covers.

## Visit Procedures

- Maximum group size for a school visit is 33 children.
- On arrival groups will be met by a member of staff and escorted to the lecture theatre.
- Groups will then receive an introductory talk on general housekeeping and fire evacuation procedures before commencing with the workshops.
- Children will be given hand sanitiser at the start and end of each workshop, and hand washing facilities are available in the museum toilets.
- At the end of the visit, groups will be escorted back to the lecture theatre to collect their personal belongings.

## Visit Procedures – Teacher/ Group Leader Responsibility

- Teacher/ Group Leader is asked to bring a list of pupils' names on the day of the visit to enable the teacher to carry out a head count should the museum have to be evacuated.
- Supervision of children at all times.
- Ensure children move in an orderly fashion – no running in museum.
- To oversee children using washroom facilities.
- Teacher/ Group Leader advised that the museum security staff and museum manager are trained in 'Emergency First Aid at Work'. However as per the Scottish Government 'Health and Safety on Educational Excursions: A Good Practice Guide', at least one school teacher, or parent/ guardian should hold a current first aid certificate, or be responsible for first aid arrangements.
- Before departure ensure that all personal belongings such as coats and school bags are collected.

## Fire Evacuation

- In the event of a fire evacuation, groups will be escorted out of the building by museum staff who will take the groups to the designated meeting point to await further instruction.
- In addition to the fire alarm, the building also operates a tannoy speaker system. Should this be activated, groups will be asked to follow the instructions given by museum staff.
- The museum fire evacuation procedures document is available on request.

## Fire Evacuation – Teachers/ Group Leaders Responsibilities

- Help the children to remain calm and exit the building in an orderly fashion.
- Ensure each group is accompanied by an adult.
- Check class register to confirm all children accounted for.
- Supervise children at the designated meeting point, ensuring that all children remain in their groups and don't run onto the road etc.

## First Aid

- The museum security staff and museum manager are trained in 'Emergency First Aid at Work'. It is expected however that at least one school teacher, or parent/ guardian should hold a current first aid certificate, or be responsible for first aid arrangements. (See 'Visit Procedures' section above).
- The museum has a first aid kit including PPE – disposable gloves, face masks, and aprons.

## Accident Reporting

- In the unlikely event that a child has an accident or a near miss on the premises, a member of the museum team should immediately be notified.