



Cromwell Museum Risk Assessment Form for School and Group Visits

The Cromwell Museum aims to provide a safe and enjoyable learning experience. The information below is designed to aid visiting schools and community groups in the preparation of health and safety and risk assessment documentation prior to their visit. The Cromwell Museum makes no guarantee that this assessment form is suitable for every eventual need and so recommends that all teachers and group leaders take their own professional advice when drawing up their risk assessment and using this guidance. We are happy to welcome teachers to the museum for a planning visit before the group visit so you can assess potential hazards for yourself, both onsite and on your journey to us. Please contact the

Learning and Communities Officer at learning@cromwellmuseum.com to arrange a time to visit.

This risk assessment has been adapted to include Covid-19-associated risks and precautions. Please note that to comply with NHS test-and-trace, all people over the age of 16 in the group must either scan into the venue using the NHS Test and Trace app on their personal device, or they will need to provide their contact details to a member of staff. To make this process smoother, please provide contact details for those over the age of 16 in advance. These will be kept securely for 21 days, and only shared with NHS Test and Trace if requested.

Please contact the Learning and Communities Officer at learning@cromwellmuseum.com or at 01480 702216 if you have any questions about the information provided in this risk assessment, or if you need further information.

Activity to be assessed: Cromwell Museum School Visit

Date of assessment: 1 June 2021

ACTIVITY	HAZARDS/RISKS	RISK LEVEL	PRECAUTIONS	ADDITIONAL MEASURES
Covid-19 Risks and Measures				
Being in an enclosed space – Museum/Town Hall	Chance of Covid-19 airborne transmission	Medium	Museum staff and volunteers will wear masks and/or clear face shields, sanitise hands, and stay socially distanced (as much as possible) from the school group throughout the session. School children and teachers will be asked to sanitise their hands upon entering the Town Hall and Museum. Students over the age of 11 and all accompanying adults should wear masks while inside, unless exempt.	Any additional precautions as requested by the school will be followed to the best of the Museum's abilities.
Touching shared surfaces – Museum/Town Hall	Chance of Covid-19 surface transmission	Low	Surfaces likely to be touched by the school group will be sanitised before and after the visit. Teachers are asked to ensure students bring their own writing utensils to reduce risks.	As above.
Handling museum	Chance of	Low	Students will be asked to sanitise their hands before and after handling	As above.

artefacts and activity props	Covid-19 transmission		an object. The object will be sanitised before and after a session.	
General School Visits Risks and Measures				
Having break and lunch at the Town Hall	People moving around while eating Allergies and intolerances	Low	On their break, children will sit in the provided room on benches or chairs. Children to eat and drink only what they bring with the. The visiting school is responsible for the snacks, lunch and drinks the children bring.	Teachers and other school staff are responsible for the behaviour and safety of the children in their care at all times.
Handling museum artefacts and activity props	Dropping an object and causing injury.	Medium	Museum staff and volunteers will explain correct handling procedures. Children handling the objects will do so under supervision of adults who accompany them from school as well as museum staff and volunteers. Handling objects have been assessed for safety, and are non-hazardous in nature.	As above Teachers are asked that they ensure the children under their care listen to instructions from staff carefully.
Looking carefully at items in collection.	Chance of breakage, knocking over of the object, and injury to children	Low	Most objects are cased in museum standard display cases with safety glass. Uncased objects have been assessed and are non-hazardous. Heavy or unstable objects are secured to prevent danger from falling on and injuring visitors. Children will be encouraged to look at the details of such objects from a safe distance, but warned not to touch for any reason.	As above
Moving from Museum to Town Hall at beginning and end of session	Occasional traffic in Market Square	Medium	Market Square is a pedestrianised area. Children will be organised in pairs to walk across the square in a group, with teachers/group leaders at the front and back of the line.	As above
Moving around the museum	Slips, trips and falls	Low	Public areas are kept clear of trip/slip hazards. Visitors to the museum are asked not to run while on the premises.	As above Teachers/group leaders are advised to give a safety talk to their pupils before visiting the museum
Toilets		Low	There are toilets available for use in the Town Hall, including accessible toilets.	As above

				Teachers/group leaders are asked to supervise toilet visits.
Special needs/requirements		Low	The museum and Town Hall are accessible to wheelchair users, however the museum must be informed of specific needs, and numbers of wheelchair users in advance, as these will be limited due to emergency evacuation procedures.	Teachers/group leaders are asked to alert the museum upon booking if there are any special needs/requirements of individual children, and must bring the correct ratio of adults to children.
First aid		Low	There are first aid kits available at the museum and in the Town Hall. Museum staff and volunteers will call for medical assistance if required.	Teachers/group leaders must alert a member of staff if medical assistance is required. Teachers/group leaders are responsible for providing and administering first aid to their own group while at the museum or Town Hall.
Evacuation due to fire or other disaster.	Severe personal injury	Low	Museum staff and volunteers to gather students and evacuate according to site guidelines to safe gathering spot.	
Personal belongings	Theft	Low	Personal belongings, including bags and coats, will be left in a secure room in the Town Hall building. The Town Hall is currently closed to the public.	Nothing expensive or irreplaceable should be left in the secure room.