



Cromwell Museum Risk Assessment Form for Primary School 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.

Activity to be assessed: Cromwell Museum School Visit

Date of assessment: 1st June 2019

ACTIVITY	HAZARDS/RISKS	RISK LEVEL	PRECAUTIONS	ADDITIONAL MEASURES
Having break and lunch at the Town Hall	Having room for everyone to sit – to avoid people moving around while eating Allergies and intolerances	Low	Break – children to sit either in Courtroom (on benches or on chairs) Children to eat and drink only what they bring with them – 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	Heavy objects with possibly sharp/pointed edges, some heavy items used	Medium	Children handling the objects will do so under supervision of adults who accompany them from school as well as museum staff and volunteers They will be asked handle artefacts gently, using both hands and over the tables Artefacts will also be specially chosen to avoid especially sharp edges, etc.	As above
Looking carefully at items in collection	Display of ship very delicate, but firmly attached to its base and supported from behind by a display screen	Low	Children will be encouraged to look at the details of the model, but warned not to touch it for any reason	As above

Using iPads to take photos and record each other's' thoughts inside the museum	Using technology inappropriately Children appearing in photographs without parental permission	Low	Children using iPads will do so under supervision of adults who accompany them from school as well as museum staff and volunteers iPads are in rubber cases with easy grip handles to give extra protection and reduce chance of being dropped Children will be instructed to only take photos of things on display in the museum or in Town Hall They will be instructed to record only pre-prepared contributions from members of their group All images are for the use of this project and its subsequent presentation in school	As above
Moving from Museum to Town Hall at beginning and end of session	Occasional traffic in Market Square	Medium	Children will be organised in pairs to walk across the square in a group, with adults at the front and back of the line	As above
Moving around the museum	Slips, trips and falls	Low	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	Potential hot water from taps	Low	Hot water is regulated to avoid burns and scolds	As above
Radiators in Town Hall	Potential hot surface	Low	Radiator temperatures are regulated and kept at a low temperature, unlikely to be used at this time of year	As above