

# **Education Session Risk Assessment**

## **Vivacity @ Flag Fen**

**Risk Assessment** carried out in July 2011 and last reviewed in September 2013. Vivacity has identified potential risk areas to assist teachers in carrying out their own assessments. The information we have provided is by no means exhaustive and all teachers are advised to make a familiarisation visit to make appropriate plans for their group. When carrying out a risk assessment it is imperative that teachers give special consideration to the measures they will undertake, such as providing adequate information, instruction and training to the appropriate people, identifying who takes overall charge in an emergency situation and the ratio of pupils to adults.

**Teachers are reminded that whilst the staff at Flag Fen are there to help, it is the responsibility of the teacher to ensure that children are supervised at all times.**

### **Teacher/Pupil Ratio**

We recommend a ratio of school children under eight years 1:4, over eight years 1:8, special needs 1:1, other groups 1:10.

### **First Aid**

First aid provision is available at reception.

### **Toilets**

Toilets are situated in the visitor centre and in the Flag Fen Museum.

Disabled toilet facilities are situated at both of the above.

### **Disabled Access**

This is an outdoor site. The ground is uneven . Wheel chair users need to take care and stay on the gravel paths. Buildings are wheelchair accessible. If there are any wheelchair users in your group please inform the education team at the time of booking. The same applies if any member of the group has special needs of any kind. There is a single wheelchair on site if needed.

### **Refreshments**

Children may eat packed lunches in the school room and/or outside if weather permits. Everyone will need to bring their own drinks. We cannot guarantee there will be café facilities available.

### **Visiting with 3 classes**

Flag Fen can cater up to 3 school classes (90 children). When visiting with 3 classes, we highly recommend that teachers arrange a pre-visit in order to go through the risk assessment and to discuss toilet and lunchtime provision.

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### Probability ratings:

1. Improbable: unlikely to occur.
2. Possible: may occur.
3. Probable: likely to occur.
4. Certain: common/frequent.

### Severity ratings:

1. Minimal risk: no injury.
2. Moderate risk: cuts/bruises etc.
3. High risk: broken bones/burns etc.
4. Major risk: death/disability

Area/Activity	Potential Hazard	Probability	Severity	Control measures to be taken	Additional measures required	Time/ date action to be taken
Moving around the site	Trips and falls	2	2	Visitors are informed of the risk and asked to take care when moving around the site	First aid is available at the visitor centre and at the museum.	At all times. Esp. reminded before guided tours
Ponds , lakes and rivers	Falling into water	1	2	Visitors are informed of risk and asked to keep well away from the waters edge.	Children walk around the site accompanied by an adult at all times	At all times
Handling objects	Cuts from sharp edges on old objects	1	2	Clear instructions given by museum staff on what and how to handle	Reminders during session	During session First aid available at all times
Craft Activities	Cuts from scissors, glue allergy	1	1	Supervised activity	Children asked to work in specified area	During session

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Iron Age Round House	trips and slips	2	2	Clear instructions and information given before entering	Children reminded to stay still and seated.	During session in round house
Iron Age round house	Burns and smoke inhalation	2	3	Clear instructions and information given before entering	Children reminded to stay seated and below smoke line, not to step near or over fire when entering or exiting building.	During session in round house
Plants, wildlife	Stings, poisons	2	3	Common plants and animals that might cause harm or danger are pointed out.	Visitors are requested not to touch or annoy. Teachers are requested to identify children who may have allergies or reactions to natural objects and ensure they do not come into contact.	When walking around site