

Peterborough Museum & Art Gallery Risk Assessment

Peterborough Museum

Risk Assessment carried out in April 2006 and April 2012. Peterborough Museum 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 the museum are there to help, it is the responsibility of the teacher to ensure that children are supervised at all times.

Teacher/Pupil Ratio

Entrance is free to accompanying teachers and support staff. We recommend the following ratios:

Foundation Stage: 1:4

Years 1 – 3: 1:6

Years 4 – 6: 1:10

Year 7+: 1:15

SEN: 1:1/2/3/as appropriate dependent on needs

First Aid

First aid provision is available at reception.

Toilets

Female toilets are situated at the front of the building, through the Coffee House, near to the front door. There is also a disabled toilet here.

Male toilets are situated on the first floor, through the Changing Landscapes Gallery. There is also a disabled toilet here. Disabled toilet facilities are situated through the education room.

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Disabled Access

A ramp is available to enter the building. The lift giving access to most areas of the museum is available through the second exhibition area and is well sign posted. 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.

Probability ratings:

1. Improbable: unlikely to occur.
 2. Possible: may occur.
 3. Probable: likely to occur.
- 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
Outside/ entrance	Traffic	2	4	Pupils arriving at the museum to be supervised off coaches etc by their own teachers		School Visits/ education session bookings
Stairs	Slipping/tripping	2	2	Pupils visiting the museum must be supervised by own teachers and museum	Hold hand rail, slow, no running, one at a time.	First aid resources to be available at all times.

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				staff when going up/downstairs for education sessions		
Objects on display	Tripping/ bumping/ scraping/ potential for misuse.	2	2	Objects to either be in cases or secured to prevent misuse. Objects not to obstruct walkways, fire exits or stairwells. Cases to be locked and secured.	Regular checks around the building to look for potential hazards and to provide a visible presence in the galleries.	Daily. As often as possible.
Temporary exhibits/ activities	Scissors/ glue/ chairs etc out for activities in galleries. Tripping/bumping /scraping/cutting/ toxicity.	2	2	Chairs etc to be tidy, not to obstruct walkways and fire exits.	Visible presence and regular checks required to ensure safety. First aid resources to be available at all times.	Daily. As often as possible.
Fire exits and extinguishers	Blockage of fire exits, tampering, undermining of fire safety.	2	2	Fire exits to be kept clear at all times. Fire safety	Regular checks of fire exits/ extinguishers.	TBA

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				precautions and procedures to be displayed clearly. Fire extinguishers to be accessible and secured safely at all times.		
Non public areas	Access to non-public areas.	2	1	Non public areas to be locked at all times and only accessible to staff and invited guests.		At all times.
Use of lift	Fingers trapped	1	1	Use lifts under supervision only if unable to use stairs	Pupils to be supervised by own teachers	At all times
Glass display cases	Falling into glass	1	2	Children informed of dangers of running around. Children to be supervised when in galleries,	No running in the building	On arrival
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

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Activities	Cuts from scissors	1	1	Supervised activity	Children asked to work in specified area	During session
moving in and out of air raid shelter in basement for World War II session	falling down stairs	2	3	clear instructions by museum staff to adults and children. member of staff at the bottom of steps and children to hold on to rail. One child at a time.	reminders before ascending and descending	time of booking, during health and safety talk and when moving to air raid shelter.
moving in and out of the air raid shelter to and from the museum main building entrance	tripping over drain cover	2	2	clear instructions by museum staff to adults and children. hazard pointed out to an adult member of school who can supervise children around trip hazard.	children to walk in a single line to and from the museum main building entrance.	time of booking, during health and safety talk and when moving to air raid shelter.
air raid shelter	asthmatic attack due to confined space	2	3	potential asthmatic children and adults to be seated nearest	staff to monitor the well being of all children and adults for potential signs at	time of booking, during health and safety talk and when in the air raid shelter.

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				the exit door. Medical inhalers to be brought down to air raid shelter with them. Member of the museum and school staff to be situated towards the exit door.	all times.	
air raid shelter	fire	1	3	museum staff in the main building aware that class are supervised in air raid shelter. Door to be left open. Potential fire hazards removed and area checked prior visit.	member of staff towards the one and only exit. All electrics have been tested and are annually inspected for safety. Children supervised at all times and in shelter for maximum time of 10 minutes.	time of booking, during health and safety talk and when in the air raid shelter.
Steps from museum into Museum Garden	Falling down stairs	2	2	Prior warning given to be careful. One at a time.	One adult at the top and one adult at the bottom of steps	As and when required. In first instance, at beginning of visit.
Poisonous plants in	Toxic poisoning	1	4	Warning labels next to the	Procedures and information on	At beginning of each visit.

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Museum Garden				relevant plants. Prior warning given to not eat plants. To wash hands after session and before eating. To wear gardening gloves at all times when in garden.	type of plants and types of poisoning to be located in procedure folder at Reception. Plants pointed out at the beginning of session with adults.	
Moving around the museum garden	Trip hazards such as the wooden borders as part of the dig for victory garden.	3	2	To keep to the paths as much as possible. No running in garden.		At the beginning of each visit and as and when required.
Transferring bugs/insects into museum building	Risk to museum collection	2	2 to collection	To wear wellington boots outside and wear indoor shoes indoors		At the beginning of each visit.