

Early Years Risk Assessment Form

Date: (1) 14.9.07	Assessed by: (2) Amanda Shore Elaine Bates	Validated by: (3) Mick Rooney MSA	Location: (4) General museum visits	Assessment ref no (5)	Review date: (6) 14.3.08
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Task / premises: (7)
 Educational visits to the Museum. Visits will include use of Museum galleries, Play and Learn Area and supervised use of the Discovery Centre. Some groups will also use the Museum's lunch facilities.
 School teacher/s in overall charge.
 All accidents to be reported to a First Aider.
 This is an Early Years Risk Assessment for the venue, and there will need to be further details of the journey to the museum and any special needs of the group.

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Climbing stairs to get to galleries	Stairs	Children and accompanying adults	Hand rails Markings on stairs Lifts available Appropriate supervision levels from accompanying adults, ratio 1:2	Low risk	T
Using the lift	Trapping fingers in lift doors, getting stuck in lift	Children and accompanying adults	Must be accompanied by an adult Appropriate supervision levels from accompanying adults, ratio as appropriate. Emergency button in lift and radio.	Low Risk	T
Entering and exiting through doors	Trapping fingers	Children and accompanying adults	Door guards and safety catches Appropriate supervision levels from accompanying adults, ratio as appropriate.	Low Risk	T

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Walking around the gallery	Banging head under viewing cases Banging head into glass Tripping, falling	Children and accompanying adults	Appropriate care and supervision levels given from accompanying adults, ratio as appropriate. First Aider available Gallery inspected daily by staff	Low Risk	T
Using prams in the galleries	Difficulty going upstairs Risk of tripping over pram.	Children and accompanying adults General public Museum staff	Lifts available. Space available to store prams. First Aider available	Low Risk	T
Using wheelchairs in the galleries	Difficulty going upstairs Risk of tripping over wheelchair.	Children and accompanying adults General public Museum staff	Lifts available. First Aider available Staff informed of special needs. sessions and visits supported by appropriate number of accompanying adults and museum staff.	Low risk	T
Exploring the museum	Risk of children getting lost	Children	Appropriate supervision levels from accompanying adults, ratio as appropriate. Number of children identified to Reception. Children wear school stickers. Magic carpet stickers available. Observing entrances Gallery has only one exit to roadway Child Protection in place	Low Risk	T
Looking into glass cases on galleries.	Breaking glass cases and cutting themselves	Children	Appropriate supervision levels from accompanying adults, ratio as appropriate. Toughened glass	Low Risk	T

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Using tables and chairs in play and learn area and discovery centre	Tripping on table/chair legs in play and learn and in	Children	Care & supervision by accompanying adults, ratio as appropriate. Member of the gallery on duty trained in first aid.	Low Risk	T
Using drawers in discovery centre	Trapping fingers,	Children	Care & supervision by accompanying adults, ratio 1:2 Member of the gallery on duty trained in first aid.	Low Risk	T
Handling materials and equipment.	Cuts and accidents from handling objects	Children	Clear instructions on handling of all materials, supervision of activity. Care & supervision by accompanying adults, ratio as appropriate. First Aider always present in museum Instructions to wash hands thoroughly after handling any material Use of sharp and very small objects minimised. Non-toxic objects/materials/resources used. Objects and resources inspected and cleaned by staff as appropriate.	Low Risk	T
Using Museum Public toilet	Unable to unlock doors. Risk of falling.	Children	Teacher in charge responsible for pupils to be escorted to the toilet. Care and supervision given by supervising adults. Verbal instruction and demonstration provided by adults on correct use.	Low Risk	T
Fire Alarm alert	Risk of injury	Children and accompanying adults	School informed of fire evacuation procedures and fire marshalling point. Museum staff check rooms as part of evacuation procedure. Care & supervision by accompanying adults, ratio as appropriate. (see fire safety instructions)	Low Risk	T

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Further action					
Ongoing assessment of potential hazards. Continuous training of museum staff in risk assessment.					