**SCHOOLS RISK ASSESSMENT**

**ACTIVITY DETAILS:**

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| Name of Activity  | School visiting  | Museum lead  |  Learning team, VE staff |
| Date(s) of activity  | N/A  | Spaces used  | Whole site  |

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| DESCRIPTION OF ACTIVITY  |
| General school visit, comprising of a tour/walk around site, use of our lunch room and outdoor spaces. This template outlines common risks, any additional activities (i.e. workshops, games, and use of equipment) should be added to this template as an additional hazard, or covered by an event-specific risk assessment. |

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| Hazard | Potential Harm / Injury | Persons at Risk | Steps to be taken to reduce the risk  | Risk Score ***S****everity x* ***L****ikelihood =* ***R****isk*  | Staff member responsible  |
| S  | L  | R  |
| Slips, trips and falls indoors and outdoors | Mild to moderate bruising, cuts and scrapes. | Students, teachers | All visitor pathways are clear of obstruction, maintained and monitored by VE staff for spills or objects that might make a fall more likely.Outdoor spaces have uneven surfaces, may potentially be wet and slippery. Individual school groups should dynamically assess the level of risk present in outdoor spaces and act accordingly.First Aid kits and trained first aiders are available on site. | 2  | 3  | 6  |  |
| Fire / Emergency requiring evacuation | Serious personal risk from unforeseen emergency | All building users | Building will be staffed with a suitable quantity of Fire Marshalls and VE staff, who are trained and responsible for executing building-wide evacuation procedure building wide in case of alarm activation. Fire alarms, call points and fire extinguishers are maintained and tested regularly, and known to be operable.All fire exits must remain clear of obstruction, and emergency exit signs visible and/or lit at all times.  | 5  | 1  | 5  |  |
| Lost children | Harm/abuse/trauma | Child participants | VE staff and volunteers will be briefed regularly on lost children procedureChildren should be easily identifiable as part of a group using hi-vis or other means of identification.A safe ratio of adults:children dependent on age should be adhered to at all times during the visit. Lost children should be reported as soon as possible to a member of staff. Any Safeguarding incidents, disclosures or allegations will be reported to the DSO or Duty Manager and recorded, reported and investigated following the Safeguarding Procedures.   | 4  | 2  | 8  |  |

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| Risk Assessment carried out by  |  | Date   |  |