

Activity / Event: School Sessions at Christchurch Mansion, Ipswich Museum and Gallery (including the Art School Gallery) To be used in conjunction with individual buildings risk assessment and taken as ADVICE ONLY when completing own school's visit risk assessment.	Date Assessed: 14/07/2016	Directorate/Section/Unit: Community/Museums/Ipswich
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Assessor's Name: Damian Etherington / Anton Roberts	Assessment Ref. No.: 14072016/1	Assessor's Signature: R Macfarlane/ L Burgess
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) – May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1-3) – Risk may be acceptable, but consider possible low or no-cost improvements.
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A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)	
Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Risk level acceptable Y/N	Likelihood (1-4)	Severity (1-4)		Risk Level (1-16)				
Uneven floors and steps, narrow staircases and low ceilings. Hazards caused by moving around the building and between activities.	N	Teachers, children, museum staff (including volunteers, artists and freelancers). Slips, trips, falls, cuts, bruises and grazes. Low risk.	3	2	6	The workshop leader will highlight these hazards as they move around the building with the group. A first aid kit is available at each site with a dedicated first aider for the overall service. It is recommended that schools provide their own	1	2	2	Y	It is recommended that schools provide their own first aider and kit on a visit.	1	2	2	

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						first aider and kit on a visit.									
Object handling (manual handling) Hazard cause by objects breaking or inappropriate handling.	Y	Teachers, children, museum staff (including volunteers, artists and freelancers). Pulled muscles, damage to back or limbs, breaks, bruises or cuts to hands or feet. Low risk.	1	2	2	Staff setting-up session equipment have had manual handling training. Objects used for handling in session are small, light and blunt. Handling is optional for teachers and children. During Ipswich at War session pupils build an Anderson Shelter, they are encouraged to work as a team and supervised by teachers and or staff at all times.	1	2	2	Y	Teachers to assess pupils and their own special requirements in terms of weight of and types of material to be handled and assess safety for individual needs.	1	2	2	

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<p>Wires and electrical equipment.</p> <p>Hazard caused by loose wires and electric shocks from equipment or sockets.</p>		<p>Teachers, children, museum staff (including volunteers, artists and freelancers).</p> <p>Trips, falls, electric shocks.</p> <p>Low risk.</p>	2	2	2	<p>Staff will ensure all wires are covered, preventing trips.</p> <p>All electrical equipment will only be used by staff, teachers or group leaders.</p> <p>Electrical equipment includes projectors, laptops and anything with an electrical fuse and PAT tested.</p> <p>All plug sockets are located out of arms reach from children and will remain of when not in use.</p>	1	2	2	Y	<p>It is encourage that no body other than those with permission use any of the electrical equipment.</p>	1	2	2	

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<p>Natural Products and Ingredients such as horse hair, wool, cotton, carbolic soap, cream, cinnamon and nutmeg.</p> <p>Hazard caused by allergic reaction to materials or products.</p>	Y	<p>Teachers, children, museum staff (including volunteers, artists and freelancers) with allergies.</p> <p>Anaphylactic reactions that may lead to hospital treatment or death.</p> <p>Low risk.</p>	1	4	4	<p>When booking all teachers are asked about any special needs or requirements in their group. Products and ingredients are minimal and not associated with common allergies.</p> <p>No food produce is consumed but may be handled during sessions.</p>	1	4	4	Y	<p>Teacher to highlight any extreme allergies at the point of booking and carry the necessary controls to reactions within first aid kit along with a first aider</p>	1	6	6	
<p>Art Materials Clay used in Egyptian workshop A variety of materials may be used in artist-led sessions.</p> <p>Hazard caused by allergic reaction to</p>	Y	<p>Teachers, children, museum staff (including volunteers, artists and freelancers) with allergies.</p> <p>Anaphylactic reactions that may lead to hospital treatment or death.</p>	1	6	6	<p>Materials are purchased through registered educational material suppliers.</p> <p>When booking all teachers are asked about any special needs or requirements in their group.</p>	1	6	6	Y	<p>Teachers are made aware of the activities involved in sessions at point of enquiry and booking.</p> <p>Materials used are usually those as standard in classroom settings unless a specialist art session made</p>	1	^	^	

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materials or products.		Low risk.				Room, equipment and tools cleaned at the end of session using wet methods such as wipes and mops.					apparent to teachers and helpers. Dust masks available to staff to wear when cleaning these areas, providing protection from fine dusts.				
Oil filled radiators used during cold months. Hazard caused by burns or fire.	Y	Teachers, children, museum staff (including volunteers, artists and freelancers). Burns and falls by leaning, sitting or tripping over radiators or their cords Medium risk.	2	2	4	Radiators are placed in corners away from areas of activity. They are turned on prior to beginning of session to reduce the need for them during the session. Radiators PAT tested alongside all council electrical equipment.	2	2	4	Y	Museum staff to verbally draw teachers and helpers attention to radiators at the beginning of sessions. Museum heating is continually assessed and improved where possible but made difficult by the age of the buildings.				

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						High temperatures avoided where possible.											
Child Protection Hazard caused by stranger danger', abduction and abuse, allegations of abuse.	N	Teachers, children, museum staff (including volunteers, artists and freelancers). Lost children, 'stranger danger', abduction and abuse, allegations of abuse. Medium risk.	2	4	4	Teachers maintain responsibility for pupils throughout session. Museum staff, volunteers, artists and freelancers working with children subject to standard CRB check. Museum staff, volunteers, artists and freelancers not to be left alone with children. Interaction between staff and children of a one-off nature.	1	4	4	Y	Teachers, helpers and museum staff to make visual checks to monitor behaviour by visiting members of the public throughout visit. Museum staff to verbally enforce that no photography is permitted in areas where school sessions are taking place.						

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						<p>Photography by the public is not permitted in areas where sessions are taking place.</p> <p>Activities that are not based on the galleries are in education spaces inaccessible to the visiting public.</p>									
<p>Displays and Exhibits</p> <p>Hazards caused by slip, trips, falls, bumps and cuts.</p>		<p>Teachers, children, museum staff (including volunteers, artists and freelancers).</p> <p>Bumps, cuts, by loose hanging works, corners of displays.</p> <p>Low risk.</p>	2	2	2	<p>Teachers and school leaders are responsible for ensure all members of groups and event participants are supervised at all times.</p> <p>Are displays, exhibits are securely fixed in place and any objects which can cause an accident are</p>	1	2	2	Y	<p>Children will be advised to not run though through gallery spaces or around displays, objects art works and only touch when objects when prompted too</p>				

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						protected by barriers									
Buildings Advice including fire procedures See individual building's risk assessment appropriate to venue of session	N	Teachers, children, museum staff (including volunteers, artists and freelancers).				As outlined in the individual buildings risk assessments. Museum staff are responsible for leading children, teachers and artists safely out of the building and to the meeting point in case of fire									