



Risk Assessment for School Visits

Potential Hazard	Risk Level	Control Measures
Planning the visit	Low	All school visits should be booked in advance. This enables us to manage the number of students in the museum at any one time. Teachers are invited to make a pre-visit to explore the museum and village. Alternatively, please telephone to discuss and questions you may have.
Before the visit	Low	Teachers are asked to remind support workers and students about health and safety to themselves, other visitors and the museum displays.
Arrival	Medium/Low	The road and car park can be busy at times. Please ensure students are always supervised when around traffic and when crossing the road. There are both steps and a ramp up to the main entrance of the museum. The surfaces can be slippery in wet weather.
Reception	Low	Museum staff will direct to the beginning of the exhibition. Coats and bags can be left on shelving at main entrance.
Group sizes	Low	The museum can hold a maximum of 30 people in a group at a time. We suggest that larger groups split their visit with other venues in the village, the church or a walk.
Museum staff working with children	Low	The museum does not provide activities where staff or volunteers are on a one-to-one basis with children. There will always be two volunteers / staff members present.
Stairs and Trip Hazards	Medium	There are steps and a ramp to the main entrance. There are two flights of stairs internally. We ask that students are reminded not to run in the museum. There is a stair lift to the first floor for people with mobility restrictions (although the first floor is currently closed, with a new exhibition due to open in July 2023). The lead mine model has a step at the front of it for children to stand on to view the display.
Doorways	Low	The internal doors are kept open but will close automatically if the fire alarm is activated.
First Aid	Low	A first aid box is kept on reception.