



## 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 the class either into the lecture room or into the museum, as appropriate. Coats and bags can be left on shelving at main entrance.
Group sizes	Low	The maximum number of people that can be seated in the lecture room is thirty. 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 on duty.
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. We have a laminated copy of the first-floor display if any student is unable to access that area. The lead mine model has a step at the front of it for children to stand on to view the display.
Doorways	Low	Two of the internal doors are open but will close automatically if the fire alarm is activated.
First Aid	Low	A first aid box is kept on reception on the ground floor. We cannot always provide trained first aiders.