

**DORMAN MUSEUM  
HAZARD IDENTIFICATION SHEET FOR EDUCATIONAL VISITS**

**Please note this is NOT a Risk Assessment : Teachers should follow Dfes guidelines and write their own**

| <b>Hazard Identification</b>  | <b>Who is at risk?</b> | <b>Precautions</b>  | <b>Further action by school</b>  |
|---|------------------------|---|--|
| <b>Alighting from transport-</b><br>Into path of traffic/ becoming separated from group/tripping or falling | All group members      | Coach to drop off at front of building where road does not need to be crossed.                                  | Children to be supervised at all times by school staff.<br>School responsible for head counts.<br>Advise museum staff in advance of any accessibility issues |
| <b>Entering the building -</b><br>Crushed entering main doors<br>Tripping and falling                       | All group members      | To enter no more than two abreast.<br>Automatic disabled doors to be activated if necessary.                    | Children to be supervised at all times by school staff.<br>School responsible for head counts.   |
| <b>Fire Evacuation</b><br>Panic and disorientation  | All group members      | Museum staff to inform group of procedure. Fire exits to be identified.<br>Assembly point is Albert Park gates. | Children to be supervised at all times by school staff.<br>School responsible for head counts.   |

|   |                          |   |  |
|---|--------------------------|---|--|
| <p><b>Inside building and galleries</b><br/>Tripping and colliding with each other and museum visitors, falling downstairs</p>                              | <p>All group members</p> | <p>Group to walk two abreast at all times. Must not run. Remain on the left-hand side of stairs and be supervised at all times. Trained first aid museum staff.</p> | <p>Children to be supervised at all times by school staff. School responsible for head counts.</p>   |
| <p><b>Activities delivered by museum staff</b><br/>Slips, falls and knocks. Cuts from paper/scissors<br/>Inhalation of materials<br/>Allergic reactions</p> | <p>All group members</p> | <p>Activity risk assessment carried out by museum staff. Trained first aid museum staff<br/>Non toxic materials used.</p>   | <p>Children to be supervised at all times by school staff. School to advise museum of any health or accessibility issues in advance. Hand washing facilities available</p> |
| <p><b>Free-time in museum</b><br/>Children separated from group. Being approached by other adults</p>   | <p>Group members</p>     | <p>To be supervised by school staff ratio 1:10<br/>Child Protection Policy in place.</p>  | <p>Children to be supervised at all times by school staff. School responsible for head counts.</p>   |
| <p><b>Toilets</b> - Being approached by adults</p>  | <p>Group members</p>     | <p>Toilets in Education Suite cannot be accessed by members of public. If using toilets in public areas children must be supervised by school staff.</p>            | <p>Children to be supervised at all times by school staff. School responsible for head counts.</p>   |