

**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

Hazard Identification	Who is at risk?	Precautions	Further action by school
Alighting from transport- 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. School responsible for head counts. Advise museum staff in advance of any accessibility issues
Entering the building - Crushed entering main doors Tripping and falling	All group members	To enter no more than two abreast. Automatic disabled doors to be activated if necessary.	Children to be supervised at all times by school staff. School responsible for head counts.
Fire Evacuation Panic and disorientation	All group members	Museum staff to inform group of procedure. Fire exits to be identified. Assembly point is Albert Park gates.	Children to be supervised at all times by school staff. School responsible for head counts.

<p>Inside building and galleries 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>Activities delivered by museum staff Slips, falls and knocks. Cuts from paper/scissors Inhalation of materials Allergic reactions</p>	<p>All group members</p>	<p>Activity risk assessment carried out by museum staff. Trained first aid museum staff 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>Free-time in museum Children separated from group. Being approached by other adults</p>	<p>Group members</p>	<p>To be supervised by school staff ratio 1:10 Child Protection Policy in place.</p>	<p>Children to be supervised at all times by school staff. School responsible for head counts.</p>
<p>Toilets - 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>