

## Museum of the Jewellery Quarter : Educational Visits Risk Assessment

### Determining the risk

A numeric rating is given for both the severity and the probability; when multiplied together, the risk factor can be determined for any given hazard.

Remedial measures taken to reduce the level of each identified risk are shown.

#### Probability

1	Improbable	Unlikely to occur
2	Possible	May occur
3	Probable	Likely to occur
4	Certain	Common / frequent

#### Severity

1	Minimal risk	Strain, shaken, no injury
2	Moderate risk	Cuts, bruises, sickness, etc
3	High risk	Broken bones, burns, etc
4	Major risk	Death, loss of limbs, etc

### Table of risk factors (Probability x Severity)

Probability	Severity			
	Minimal	Moderate	High	Major
Improbable	1	2	3	4
Possible	2	4	6	8
Probable	3	6	9	12
Certain	4	8	12	16

Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	P	S	Final Risk Factor with Precautionary measures
General	Risk of fire	1	4	4	Exits kept clear  In case of fire C/M or DC/M call the fire brigade and follow emergency procedure  Fire Exits clearly signed	Pupils must be supervised by own teachers at all times. <i>* please see footnote</i>	1	2	2

\* School visit guidelines recommend the following adult to child ratio: Foundation 1:3, YR 1:5, Y1-3 1:6/10, Y4-6 1:10/15  
We highly recommend that schools follow these guidelines to ensure the Health & Safety of classes on site.

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Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	P	S	Final Risk Factor with Precautionary measures
General	Over-crowding	3	1	3	Split classes up for tour of the Factory. Recommended maximum of 15 children in one group.	Pupils must be supervised by own teachers. <i>* please see footnote</i>	1	1	1
General	Accidents / illness	2	2	4	Should an accident or illness arise during the visit, a member of staff should be informed. The Duty First Aider will then attend.	First Aiders are not allowed to dispense any medication, so children / teachers should bring anything that may be required on the visit.	2	1	2
General	Bad behaviour	2	2	4	<b>Schools should bring 1 adult per 10 children. However, a greater number of adults are required for younger children and children with behavioural difficulties.</b> <i>* please see footnote</i>	Children's behaviour is the sole responsibility of the School. Any disciplinary measures to be carried out by School staff. Museum staff are not to be left in sole charge of children at any time.	1	2	2
Disembarking	Traffic where roadside parking used	2	3	6	Coach driver should pull up in the coach bay on Branston Street at the side of the museum.	Teachers to supervise pupils safely onto the premises.	1	3	3
Moving around Factory: polished floors, old stairs	Slipping, falling, splinters	2	2	4	Verbal warning; adults positioned at strategic places	Pupils must be supervised by own teachers. <i>* please see footnote</i>	2	1	2

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Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	P	S	Final Risk Factor with Precautionary measures
<b>Workshop Sessions led by Museum Staff</b>									
Handling artefacts	Cuts and bruises	2	2	4	School staff to follow guidance notes issued	Pupils must be supervised by own teachers. <i>* please see footnote</i>	2	1	2
Practical cutting and craft activities	Cuts; poking in eyes	3	1	3	Verbal instructions; pupils well spaced apart; close supervision	Pupils must be supervised by own teachers. <i>* please see footnote</i>	2	1	2
Workshop activities	Cuts, poking in eyes, falls	3	2	6	All activities are carefully designed and implemented by museum staff to ensure children's safety.	Activities not supervised by museum staff to be supervised by own teachers. <i>* please see footnote</i>	1	2	2
<b>Museum sessions conducted within schools</b>									
Transporting session materials from car to classroom	Tripping, cuts, back strain,	2	2	4	Adult help requested from school staff. Manual handling techniques to be observed.		2	1	2
General	Bad behaviour	2	2	4	Children's behaviour is the sole responsibility of the School. Any disciplinary measures to be carried out by School staff. <b>Museum staff are not to be left in sole charge of children at any time.</b>		1	2	2
Practical cutting and craft activities	Cuts; poking in eyes	3	1	3	Verbal instructions; pupils well spaced apart; close		2	1	2

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Area/Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	P	S	Final Risk Factor with Precautionary measures
					supervision				
Workshop activities	Cuts, poking in eyes, falls	3	2	6	All activities are carefully designed and implemented by museum staff to ensure children's safety.		1	2	2

All Museum staff hold Enhanced Disclosures certified by the Criminal Records Bureau

At least 2 First Aiders on site hold the full First Aid at Work certificate

The Museum of the Jewellery Quarter holds many valuable and historic items. It is therefore necessary to have adequate adult supervision from school in order to protect and preserve our environment whilst maintaining our high standard of educational delivery. Museum staff reserve the right to terminate sessions should inadequate school supervision give rise to any untoward incidents on site.

This is not a legal document, it is meant as a guideline only. Teachers are welcome to visit free of charge to conduct their own risk assessment and familiarise themselves with the Museum environment.

Signed Anna Dolecka Education & Outreach Officer

Date April 2008

Signed Laura Cox Curator / Manager

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