



# Risk Assessment Form

**Directorate:** Environment & Culture  
**Location/Division/Premises:** Museums & Heritage Services / Soho House Museum

**Date of Risk Assessment:** 15/06/2009

**Type of Risk assessment (describe):** School Visits

**Name of Person(s) carrying out Risk Assessment:** Hazel Cartledge

**Signature of Risk Assessor** **Date**

**Signature of Manager** **Date**

## Review Record

Review Date	Reviewed by	Changes necessary	Signature
8 April 2011	Clare Parsons / /Richard Statham	Yes	

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Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Risk of fire	Staff, pupils, teachers: burns, slips, trips & falls	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 supervised by own teachers at all times.	Teachers	Date of visit	
Over-crowding	Pupils & teachers: slips, trips & falls	Split classes up for tour of the House. Recommended maximum of 15 children in one group.	Pupils supervised by own teachers at all times.	Teachers	Date of visit	
Accidents / illness	Pupils & teachers: accident / illness	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.	Children / teachers should bring anything that may be required on the visit.	Children / teachers	Date of visit	
Bad behaviour	Pupils: slips, trips & falls	Schools should bring 1 adult per 10 children. However, a greater number of adults are required for younger children and children with behavioural difficulties. **	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>	Teachers	Date of visit	
Traffic where roadside parking used	Pupils: road traffic accident, slips, trips & falls.	Coach driver should pull up outside Museum gates on the Museum side of the road. ***  Coach must not block the entrance gates if waiting at the site. Clearance needed for emergency access at all times	Teachers to supervise pupils safely onto the premises.	Teachers	Date of visit	

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Moving around Soho House : polished floors, old stairs	Pupils & teachers: slips, trips & falls	Verbal warning Adults positioned at strategic places	Pupils supervised by own teachers.	Teachers	Date of visit	
Walking from Visitor Centre to House	Pupils & teachers: slips, trips & falls	Verbal instructions by museum staff	Pupils supervised by own teachers.	Teachers	Date of visit	
Garden activities	Pupils & teachers: slips, trips & falls.  Allergy to plants and skin irritation  Bee stings	Verbal instructions by museum staff to walk  Ensure Soho gardener keeps site tidy with tools closely supervised ****  Verbal warning not to eat and follow simple hygiene rules by washing hands after the activity; children not allowed to touch leaves that cause allergic reactions; close supervision.  Soho House will endeavour to have a qualified First Aider on site at all times  Verbal instructions about bees and their habits	Pupils supervised by own teachers.  Class teacher should warn the Museum if any pupils have allergies/ asthma/hay fever if pursuing the garden or other outdoor activities	Teachers	Date of visit	
Handling artefacts	Cuts and bruises	School staff to follow guidance issued by Soho staff	Pupils supervised by own teachers.	Teachers	Date of visit	
Roleplay sessions in costume – long skirts etc	Pupils: slips, trips & falls.	Verbal instructions by Soho staff	Pupils supervised by own teachers.	Teachers	Date of visit	
Practical cutting and craft activities	Pupils: cuts & poking in eyes	Verbal instructions; pupils well spaced apart; close supervision	Pupils supervised by own teachers.	Teachers	Date of visit	

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Workshop experiments	Pupils: cuts, poking in eyes, falls	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.	Teachers	Date of visit	
<b>Outreach Sessions</b>						
Transporting session materials from car to classroom	Staff: tripping, cuts, back strain,	Adult help requested from school staff.  Manual handling techniques to be observed.				
Bad behaviour	Classroom disruption	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>	Pupils supervised by own teachers.	Teachers	Date of visit	

## Further Information

Hazard	Additional Information
Risk of fire	<p>* In case of fire. If C/M or DC/M not on site SMA or RSMA to call the fire brigade and follow the emergency procedure. We endeavour to have at least one trained fire marshall on site</p>
Bad behaviour	<p>** 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 &amp; Safety of classes on site.</p> <p>Soho House 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.</p>
Traffic where roadside parking used	<p>***Rubbish cart pulls onto premises every Wednesday morning. additional care required.</p>
Garden activities	<p>**** Please note the gardeners are on site every Wednesday &amp; may be in attendance other days.</p> <p>We endeavour to have at least one First Aiders on site that holds the full First Aid at Work certificate for your visit</p>
	<p>All permanent Museum staff hold Enhanced Disclosures certified by the Criminal Records Bureau</p>
Use of freelancers on site	<p>Head of Learning &amp; Outreach to ensure this risk assessment is circulated to those delivering sessions at Soho House.</p>

## Employee Signature Sheet

**I have read the attached risk assessment form(s) for Schools and understand what actions have been taken to reduce injury or ill health at work and what I must do to protect myself and others. I am not aware of any other hazards not covered by this risk assessment**

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
C Parsons					
A French					
V Simon					
G Falconer					
J Stevens					
P Bloore					
N Johnson					
C Vasey					
E Waterhouse					