

Risk Assessment: School visit to Eden Killer Whale Museum

This is a basic risk assessment to help you planning your visit to Eden Killer Whale Museum. It is a general outline and you will need to add your own details of the journey to the Museum and any special needs of your group.

Date of assessment: May 2009

Assessment by: Robert Sykes, Office Manager

Area	Hazards Present	Risk Score H/M/L	Detail	Existing Control Measures
Mounting/ Dismounting of Coaches	1. Slip, trip or fall	L	Risk of injury	Group always under teacher or teacher's nominee supervision
	2. Traffic on Imlay Street	L	Risk of pupil being knocked over by vehicle whilst crossing the road	Coaches to pick up and drop-off in designated bus parking area on Museum side of the road.
	3. Slip, trip or fall	L	Risk of injury	Grounds and surrounds inspected daily by staff. Group always under teacher or teacher's nominee supervision. First Aider always present in Museum.
	4. Pupils exiting the Museum site unsupervised	L	Risk of children getting lost and potential abuse of children by adults	Group always under teacher or teacher's nominee supervision
	5. Cars on driveway	L	Risk of injury	When using the grounds pupils are instructed that they are not allowed near the exit or on the driveway without teacher or teacher's nominee supervision. First Aider always present in Museum.
Museum Grounds				

Museum Galleries	6. Slip, trip or fall	L	Risk of injury	Group always under teacher or teacher's nominee supervision and pupil conduct agreed with school. First aider always present in Museum.
	7. Damage to displays	L	Risk of injury and financial risk to Museum	Group always under adult supervision and pupil conduct agreed with school.
	8. Heavy objects falling	L	Risk of injury	Group always under adult supervision. Galleries inspected throughout the day by staff.
	9. Interaction with general public in galleries	L	Aggressive / dangerous behaviour from schools / general public	Group always under adult supervision and pupil conduct agreed with school.
	10. Slip, trip or fall	L	Risk of injury	Group always under adult supervision (Museum Guide). Small groups of children in lighthouse to avoid overcrowding. Lighthouse is inspected daily by staff. First aider always present in Museum.
	11. Handling of collection	L	Risk of injury Damage to objects	First aider always present in Museum. Group leaders are made aware that no items in the collection are to be handled
	12. Need for adult assistance	L	Potential abuse of children by adults	Teacher in charge responsible for pupils to be escorted to the toilet and supervised as necessary.
	13. Slips, trip or fall	L	Risk of injury	Toilets are inspected daily to ensure that locks, lighting and plumbing are operational.
	Museum Public Toilets			

<p>Museum Shop</p>	<p>14. Slips, trips or falls</p>	<p>L</p>	<p>Risk of injury</p>	<p>Group always under adult supervision. Small groups of children in shop to avoid overcrowding. A member of the Museum staff is always present in shop. First aider always present in Museum. Shop displays are secure and safely secured.</p>
<p>Replica Wharf</p>	<p>15. Slips, trips or falls</p>	<p>L</p>	<p>Risk of injury</p>	<p>Group always under adult supervision. First aider always present in Museum. Wharf area is inspected daily by staff. Teacher or teacher's nominee to ensure that sensible shoes are to be worn to prevent slip, fall or trip on decking.</p>

General Information:

The museum's public exhibitions and public areas have been designed and are maintained as safe spaces for all our visitors. Risk assessments have been completed for all museum spaces open to the public.

For health and safety within the museum, the required ratio of adults to children under the age of 15 is 1:10. Teachers / Group Leaders are made aware of required teacher / adult – pupil ratios at the time of booking.

Teachers / Group Leaders / Teachers Nominee remain responsible for the behaviour and general health and safety of the children in their party as at school. Teachers / Group Leaders / Teacher's Nominee should remain with groups at all times, for their general health and safety and to accompany them in case of evacuation.

All children under the age of 15 must be under the control of accompanying Teacher / Group Leader / Teachers Nominee.

We request that Teachers / Group Leaders / Teacher's Nominee brief children and accompanying adults with a plan of action in case of evacuation or other emergency.

If the behaviour of any children or adults in the group adversely affects the safety and enjoyment of other visitors to the museum, they may be asked to leave the museum, accompanied by their teacher / group leader. Future request to visit the museum from the school or group concerned may be refused.

Potential hazards are identified in a daily monitoring program carried out by staff. They are isolated or rectified immediately.

Code of Conduct:

In order that everybody has an enjoyable and safe visit to the Eden Killer Whale Museum we ask schools to ensure that their pupils follow the simple code of conduct:

- Please remind pupils that the Eden Killer Whale Museum is a public museum and other visitors on-site must be treated with respect.
- Pupils under the age of 15 must be supervised and within view at all times.
- The level of noise generated by the group must be within acceptable levels so as not to disturb other visitors.
- Group members and helpers must not eat or drink in the museum, shop or lighthouse areas.
- The Eden Killer Whale Museum reserves the right to ask schools whose pupils are being seriously disruptive to leave the site
- Mobile phones should not be used as a courtesy to other visitors.