

Activity / Event: School Sessions at Christchurch Mansion, Ipswich Museum or the Ipswich Art School To be used in conjunction with individual buildings risk assessment and taken as ADVICE ONLY when completing own school's visit risk assessment.	Date Assessed: 11 August 2011	Directorate/Section/Unit: E&PS - Museums
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Assessor's Name: Rachel Macfarlane/Lynette Burgess	Assessment Ref. No.:	Assessor's Signature: R Macfarlane/ L Burgess
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) – May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.
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A	B	C			D E F			G	H J K L				M			N P Q	R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & O) and implementing (M)		
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			
Uneven floors and steps, narrow staircases and low ceilings	N	Teachers, children and museum staff Slips, trips, falls, cuts, bruises and grazes Low risk and encountered at few points in school sessions	3	2	6	The workshop leader will highlight these hazards as they move around the building with the group. A first aid kit is available at each site with a dedicated first aider for the overall service. It is recommended that schools provide their own first aider and kit on a visit.	1	2	2	Y	It is recommended that schools provide their own first aider and kit on a visit.	1	2	2			
Manual handling	Y	Teachers, children and museum staff Pulled muscles, damage to back or limbs, breaks, bruises or cuts to hands or feet Low risk as optional manual handling of only small, light objects during sessions	1	2	2	Staff setting-up session equipment have had manual handling training. Objects used for handling in session are small, light and blunt and handling is optional for teachers and children. During Ipswich at War session pupils build an Anderson Shelter, they are encouraged to work as a team and supervised by teachers and or staff at all times.	1	2	2	Y	Teachers to assess pupils and their own special requirements in terms of weight of and types of material to be handled and assess safety for individual needs.	1	2	2			
Natural Products and Ingredients such as horse hair, wool, cotton, carbolic soap, cream, cinnamon and nutmeg	Y	Teachers, children and museum staff with allergies Anaphylactic reactions that may lead to hospital treatment or death	1	4	4	When booking all teachers are asked about any special needs or requirements in their group. Products and ingredients are minimal and not associated with common allergies. No food produce is consumed but may be handled during sessions.	1	4	4	Y	Teacher to highlight any extreme allergies at the point of booking and carry the necessary controls to reactions within first aid kit along with a first aider	1	6	6			

A Hazards (the potential for harm) arising from activity / event	B Can the hazard be avoided? Y/N	C Risks (Identify who may be harmed, how they may be harmed and how likely it is)	D Likelihood (1-4)	E Severity (1-4)	F Risk Level (1-16)	G Existing controls (preventive and protective measures provided)	H Likelihood (1-4)	J Severity (1-4)	K Risk Level (1-16)	L Risk level acceptable Y/N	M Additional control measures required to reduce risk to acceptable level	N Likelihood (1-4)	P Severity (1-4)	Q Risk Level (1-16)	R Initials of Line Manager responsible for monitoring (G & O) and implementing (M)
			Risk level without controls			Risk level with existing controls				Residual risk Level					
Art Materials Clay used in Egyptian workshop A variety of materials may be used in artist-led sessions at the Ipswich Art School	Y	Teachers, children, museum staff and artists with allergies Anaphylactic reactions that may lead to hospital treatment or death	1	6	6	Materials are purchased through registered educational material suppliers. When booking all teachers are asked about any special needs or requirements in their group.	1	6	6	Y	Teachers are made aware of the activities involved in sessions at point of enquiry and booking. Materials used are usually those as standard in classroom settings unless a specialist art session made apparent to teachers and helpers.	1	^	^	
Oil filled radiators used during cold months	Y	Teachers, children, museum staff and artists Burns and falls by leaning, sitting or tripping over radiators or their cords	2	2	4	Radiators are placed in corners away from areas of activity. They are turned on prior to beginning of session to reduce the need for them during the session. Radiators PAT tested alongside all council electrical equipment. High temperatures avoided where possible.	2	2	4	Y	Museum staff to verbally draw teachers and helpers attention to radiators at the beginning of sessions. Museum heating is continually assessed and improved where possible but made difficult by the age of the buildings.				
Child Protection	N	Children, museum staff and artists Lost children, 'stranger danger', abduction and abuse, allegations of abuse Low to medium risk	1	4	4	Teachers maintain responsibility for pupils throughout session. Museum staff and artists recruitment subject to standard CRB check. Interaction between staff and children of a one-off nature. Photography by the public is not permitted in areas where sessions are taking place. Only teachers permitted to use photography. Activities that are not based on the galleries are in education spaces inaccessible to the visiting public.	1	4	4	Y	Teachers, helpers and museum staff to make visual checks to monitor behaviour by visiting members of the public throughout visit. Museum staff to verbally enforce that no photography is permitted in areas where school sessions are taking place.				
Buildings Advice including fire procedures See individual building's risk assessment appropriate to venue of session	N	Children, teachers and artists				As outlined in the individual buildings risk assessments. Museum staff are responsible for leading children, teachers and artists safely out of the building and to the meeting point in case of fire									