Risk Assessment for Schools

Location: Christchurch Mansion, Soan Street, Ipswich, IP4 2BE

Date of Issue: November 2023

Date of Review: November 2024

Overall Risk Rating: Low

Risk Matrix:

Risk Rating = likelihood x harm						
Likelihood						
Very Likely	**5**	5	10	15	20	25
Likely	**4**	4	8	12	26	20
Possible	**3**	3	6	9	12	15
Unlikely	**2**	2	4	6	8	20
Very unlikely	**1**	1	2	3	4	5
		1	**2**	**3**	**4**	**5**
Harm		Near miss	Minor injury	Medium injury	Major injury	Death
Overall Risk		Low				High

Hazard	Possible Outcomes	Persons at Risk	Control Measures	Likelihood	Harm	Risk Rating
Fire	Injury or death	Teachers and school staff or helpers; pupils	• All fire alarm locations are tested each week. • Emergency exits are clear and labelled and are monitored throughout the day. • Fire extinguishers are available and monitored throughout the day. • Maximum visitor numbers are limited. • Review of fire risk is carried out annually.	1	5	5
Slips, trips or falls due to uneven or wet floors.	Injury	Teachers and school staff or helpers; pupils	• Signage, visible strips and contrasting colours on uneven floors. • Warning signs erected in the event of spills or rain causing wet floors. • No food or drink consumption in the main museum. • School groups are briefed about hazards and behaviours.	2	2	4
Slips, trips or falls due to stairs.	Injury	Teachers and school staff or helpers; pupils	• Most stairs have nosing (edging) in contrasting colours to clearly show the next step. • All stairs have bannisters to hold on to. • School groups are briefed about hazards and behaviours.	2	2	4
Falling from a height	Injury or death	Teachers and school staff or helpers; pupils	• Staff will warn visitors to behave sensibly and to keep away from the railings on the North Gallery and the Minstrels Gallery where there is a balcony. • School groups are briefed about hazards and behaviours. • Museum staff are vigilant, and areas are regularly patrolled.	1	4	4

Contact with glass cases	Injury	Teachers and school staff or helpers; pupils	• Safety glass is installed. • Museum staff are vigilant, and areas are regularly patrolled. • School groups are briefed about hazards and behaviours.	1	2	2
Access to unauthorised areas	Injury	Teachers and school staff or helpers; pupils	• Staff doors are locked and clearly labelled. • Rope barriers in place with signage warnings. • Museum staff are vigilant, and areas are regularly patrolled. • PIR (infrared sensors) and alarms are in some rooms.	1	2	2
Interfering with electrical sockets	Electric shock leading to injury or death	Teachers and school staff; pupils	• Protective covers are over all sockets.	1	5	5
Contact with hot water	Scalding	Teachers and school staff or helpers; pupils	• Warning signs near to hot water in toilets.	2	1	2
Overcrowding	Illness or injury	Teachers and school staff or helpers; pupils	• Booking system prevents too many school children being onsite at one time. • Maximum limit on visitor numbers is in place, where staff will monitor and control entry. • Museum staff are vigilant and keep gangways, entries and exits are clear.	1	2	2
Unauthorised entry to areas where contractors are working	Injury	Teachers and school staff or helpers; pupils	• Museum staff are vigilant, and areas are regularly patrolled. • Work areas are segregated and clearly labelled. • Work areas are separately risk-assessed.	1	2	2

Personal accident or ill-health	Injury or illness	Teachers and school staff or helpers; pupils	• Accidents are recorded and assessed to prevent a further occurrence. • Trained first aiders are available as far as possible. • Telephones available to call emergency services. • Schools have their own first aider. • **Schools inform the museum of any relevant medical issues when booking so that risk and be mitigated.** • Museum has a defibrillator and first aid kit onsite.	2	2	4
Trailing leads trip hazard	Injury	Teachers and school staff or helpers; pupils	• Appliances used only when necessary and away from access routes. • Cable covers used where needed.	1	2	2
Contact with hot radiators	Burns and injuries	Teachers and school staff or helpers; pupils	• Radiator temperatures maintained to correct temperatures.	1	2	2
Safeguarding of vulnerable children and adults		Teachers and school staff or helpers; pupils	• Museum staff are trained and vigilant. • CIMS has a Designated Safeguarding Officer to whom • reports can be made. •	1	4	4
Power cut	Injury	Teachers and school staff or helpers; pupils	• Emergency lighting is installed and maintained.	1	1	1
Explosive device in a public area	Injury or death	Teachers and school staff or helpers; pupils	• Museum staff are trained and vigilant, receiving regular security briefings. • Response would follow the Mansion's Emergency Plan.	1	5	5
Threats, violence, verbal abuse	Stress or injury	Teachers and school staff or helpers; pupils	• Museum staff are trained and vigilant, receiving regular security briefings. • Response would follow the Mansion's Emergency Plan. • Radio contact is maintained.	1	5	5

Misuse of handling collection, equipment or craft materials	Injury	Teachers and school staff or helpers; pupils	• Guidance given by museum staff about how to use equipment and handle objects safely. • First aider on site where possible. • Schools have their own first aider. • School groups are briefed about hazards and behaviours.	1	1	1
Vomiting or bleeding	Spread of microbes to others	Teachers and school staff or helpers; pupils; other visitors and staff	• Museum staff have access to biohazard waste disposal kit for clearing up bio-spills. • Museum staff are trained in cleaning methods.	1	1	1
Allergic reaction to materials used in workshops	From feeling unwell, rash, to severe anaphylaxis	Teachers and school staff or helpers; pupils; other visitors and staff	• **Possible allergens are stated within the booking details e.g. Victorians KS2 has butter making.** • First aider on site where possible. • Schools have their own first aider. • **Schools carry out a risk assessment for their own pupils with know allergies and medical conditions prior to booking a workshop.** • Museum has a defibrillator and first aid kit onsite.	1	5	5