

Winchester's Military Museums - Educational Visit - Risk Assessment

| Activity | Hazard | Personal Risk | Risk level | Precautions | Notes |
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| Arrival / Disembarkation from vehicles | Collision with vehicle traffic crossing site. | Broken limbs, sprains or minor abrasions | Low | Adequate staff supervision during disembarkation. | Disembarkation points discussed on pre-visit? |
| Fire and/or Evacuation | Panic in children, running to exit building, absence at muster point due to unfamiliarity with site. | Broken limbs, sprains or minor abrasions. Upset pupils, possible shock or related problems with breathing etc. | Low | Pupils/adult supervisors told of location of Muster Point on arrival and pre warned of fire alarm testing. | |
| Movement between buildings | Collision with vehicle traffic crossing site | Broken limbs, sprains or minor abrasions | Low | Adequate supervision of pupils by staff during moves. | |
| Movement within buildings | Tripping on stairs or slipping on wooden/tiled floors if wet | Broken limbs, sprains or minor abrasions | Low, medium if wet | Staff to be observant on passage of pupils. Extra vigilance when wet and watch for water gathering at entrances | |
| Object handling: Uniforms & weapons | Dropping weapons on limbs | Broken toes, bruising and cuts | Low | Museum staff to pay extra attention when pupils are handling weapons, are they capable of supporting the weight? | School to confirm whether pupils may handle weapons (rifle) prior to visit. Pupils to be briefed on handling of weapons especially the pointing of weapon to others in group |
| | Catching fingers in moving parts | Crush injuries to fingers or cuts | Medium | Museum staff to pay extra attention when pupils handle weapons where breeches may be exposed. | |
| Lost children | Pupils becoming separated from groups. | Upset and or confused pupil | Low | Museum Staff to be on lookout for upset children. | Escort to AGC Museum and hand over to staff there. Lost procedure to be given to pupils at introduction briefing. |
| Child Protection Issues | Pupils being approached by members of the public | Upset and or confused pupil, Verbal or physical abuse. | Low | Museum Staff to be on lookout for upset children. All staff to be vigilant when groups in museum galleries. Staff to be on lookout for upset children. School staff to supervise pupils visiting toilets. | |

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| Object handling: Gas Masks | Inhalation of chemicals used in filter elements | Infection | Low | Pupils may only wear gas masks that are replicas or marked as safe to use. All staff to ensure adequate supervision. | Early WWII gasmasks may contain traces of asbestos and are not to be worn. |
| Cemetery Visit | Crossing of road | Broken limbs, sprains or minor abrasions | Low | Adequate supervision of pupils by staff during moves. Road crossed a 'crocodile' with staff at upper and lower ends. | |
| | Narrow footpath over railway bridge | Broken limbs, sprains or minor abrasions | Low | Adequate supervision of pupils by staff during moves. Pupils in single file. | |
| | Unease over visiting cemetery | Upset or worried pupils | Low | Briefing on role/history of cemetery and current disuse. | Brief pupils by lodge and combine with word on hazards below. |
| | Walking on grass | Broken limbs, sprains or minor abrasions | Low, medium when wet. | Pupils briefed about not running around site, School to ensure suitable footwear is worn for conditions. | |
| | Walking around cemetery and tripping over disused grave monuments. | Broken limbs, sprains or minor abrasions | Low, medium when wet. | Pupils briefed about not running around site, to be observant of surroundings. | |
| Making Poppies | Use of scissors | Minor cuts and abrasions | Low | Adequate supervision of pupils by staff during sessions | Use of round ended scissors recommended. |
| Hot drinks | Splashing with hot liquids | Scalds | Low | Staff to ensure that if they or pupils are consuming hot drinks from café that care is to be taken when moving containers during break or lunch periods. | |
| Leaving site | Collision with vehicle traffic crossing site. | Broken limbs, sprains or minor abrasions | Low | Adequate staff supervision during embarkation. | Embarkation points discussed on pre-visit? Search of all areas prior to vehicle leaving for mislaid property |