

Educational Visits Risk Assessment

Activity	Hazard	Personal risks	Risk level	Precautions	Additional notes
Education Sessions					
Movement between buildings	Child separation from main group	Road traffic accident/abduction	Low	Head count on leaving buildings, at least one adult from the school with every group. Responsibilities reinforced through information provided to schools and pre-visit.	WMM recommends a ratio of 1:8 for KS2 school visits to site.
Movement in buildings	Tripping on stairs/wooden floors	Sprains/cuts/bruises	Low	Close staff supervision, hazards highlighted, use of handrails encouraged.	
Handling of weapons – if applicable	Catching fingers in breech of rifle	Crush injuries/cuts/bruises	Low	Adequate supervision at all times, advice given on safe handling.	School to give permission to handle firearms prior to visit.
Handling of gas masks – if applicable	Possible asbestos present	Possible lung infection	Low	Adequate supervision at all times, pupils are to be told not to place masks on face.	Replica mask available
Public on site	Child separation from main group	Loss of child	Low	Head count on leaving buildings, at least one adult from the school with every group.	The museums are open to the public daily.
Visit to West Hill Cemetery – if applicable	1. Crossing of St James' Lane – narrow footpath over bridge	Collision with passing traffic.	Med	Adequate supervision at all times, adult at front and rear, cross as one line.	Visit additional Museum if



Educational Visits Risk Assessment

	and traffic. 2. Uneven ground in cemetery. 3. Grass slippery when wet.	Sprains, cuts and bruises.	Med	Adequate supervision at all times, children not to run around site	wet.
Food eaten in Nutrition session – if applicable	Allergic reaction	Illness, anaphylaxis	Low	Ingredients to be given to school in advance. School to confirm that children can eat/handle food on the day.	
<p>Each of the museums that form WMM are inspected daily for hazards, before being opened to the public. Any possible hazards and identified and neutralised. Any specific concerns will be highlighted to school staff on arrival at the museums.</p>					