

Please note that chaperones attending with visiting education groups are responsible for students throughout the visit. The following table identifies the type of concerns that teachers might have when planning a visit. It does not refer to actual occurrences. Please contact the Museum if you wish to carry out an on-site risk assessment.

Area	Potential Risk	Useful Information / Description	Risk Avoidance	Risk Level
Access needs	Students with limited mobility, specific needs, etc.	Ramps at museum building and activity rooms; a lift is installed within the main Museum building. The Exhibition Gallery and Coach House have an accessible toilet.	Schools to provide information in advance if students have specific needs. School provides walking aids and any equipment which may help students with visual/hearing impairments. Spare wheelchairs may be available on the day.	Low
Arrival / Departure	Injury from traffic	Coach parking situated on driveway through museum property. Coach House and Stables situated at bottom of slope that leads from driveway.	Warning signs on drive to slow traffic. Authorized vehicles & deliveries only in museum grounds. Staff (visiting and site) will supervise students off/on the coach and en route to Coach House and Stables.	Low
Artefact handling	Injury from dropping an object on feet, trapping or cutting fingers; germs	Range of objects from 18 th , 19 th & 20 th Centuries with different use, texture & materials.	Artefacts are assessed for sharp edges by museum staff who also supervises session. All staff and students are asked i) wear gloves provided; ii) to handle artefacts carefully whilst seated; iii) to wash hands before eating.	Low
Between buildings	Injury due to trips, slips & falls	1820's building: cobbles, uneven paving stones and steps, paved and sloped pathway leads down to Coach House.	Verbal warning of dangers of running prior to moving around site. Care should be taken in slippery conditions.	Moderate-Low
Costume session (where applicable)	Injury from trapping fingers in chairs or tripping on costume	Students will sit at tables with individual chairs. Students will sometimes be invited to sit on the floor of Coach House during Costume session. Two students model costume for class.	Students asked to sit sensibly and not to move chairs. Museum staff assists students with costume, asking for school staff assistance if necessary. If needed, students asked to take care & be aware of personal space if sitting as a group on the floor.	Low
Fire	Severe personal injury from fire	An alarm will sound. Automatic emergency lighting within main Museum building & Coach House. Extinguishers located throughout buildings.	Smoke detectors, alarms & extinguishers tested in accordance with health & safety regulations. Museum staff aware of fire evacuation procedures and location of alarms, exits & extinguishers; all visiting education staff and students are shown the muster point as	Low

			they arrive on site; students to follow member of museum staff in the event of the fire alarm sounding. Do not use lift in the event of a fire.	
First Aid	Illness/allergies	The Learning Officer and members of the Visitor Experience Department are qualified first-aiders. Front of House staff carry two-way radios for communication.	Groups are advised to bring a first aider with them to deal with the needs of the group. First Aider is alerted as soon as situation arises. Students with allergies to have appropriate medication with them. Café not available to students; cookies pre-ordered from café are made without nuts, however the cookies are not made in a nut-free environment. A defibrillator is located on site near the Café.	Low
Grounds	Getting lost, injury from garden machinery, sprains or falls, insect bites/stings	The grounds are largely grassed with gravel pathways. There are sloped areas due to the gradient on which the manor was built. Stone steps into Arboretum and Mount Vernon Garden. Wildlife in the grounds build homes in various areas creating holes and nests.	Written & verbal request for school supervision at all times. Students should not wander unsupervised at lunchtime. Garden staff will not leave machinery unattended. Groups should keep to designated pathways and heed any warning signs or cordoned off areas. Students with allergies to have appropriate medication with them. First Aider onsite.	Moderate-Low
Personal Belongings, inc. coats & lunches	Theft (human/animal)	Education Rooms in the Coach House and Stables only used by schools visiting that day. Wildlife in grounds attracted by unattended food.	Written request for not needed coats & bags to be preferably left on the coach; otherwise, these can be brought into the Coach House. Money, cameras & mobile phones should be kept on the person. Lunches should not be left unattended in the picnic area.	Low
Personnel	Unsolicited interaction	Education staff are DBS checked. No sessions require children to be left alone with session leader at any point.	Schools should provide minimum number of chaperones as stated on schedule. Chaperones are required to supervise students at all times.	Low
Toilets	Unsupervised interaction between pupils and other visitors	All toilets are accessible by all visitors; they are situated centrally to picnic area & coach park; toilets also situated in the Coach House. There are no security cameras in toilet areas.	School chaperones to supervise use of toilets; encourage students to go in small groups.	Low

Tours	Minor injury due to trips, slips, bumps & falls caused by distraction	1820's building: uneven floorboards/stone slabs in some rooms & stone stairs Low level lighting in some rooms Glass display cases	Verbal warning of dangers of running and the need to hold onto banisters when using stairs. Toughened glass or Perspex used throughout in display cases.	Low
-------	---	---	--	-----