

Risk Assessment

Section	Learning	Person responsible	K Oliver	RA No.	RA for Schools 19-20
		Date	25/7/19	Review Date	August 2020

RISK ASSESSMENT (Significant Risks Only)

Assessed by	K Oliver	Persons Affected	School visitors
Process/Activities Covered By Assessment	School groups visiting Horniman Museum and Gardens – either with or without a booked learning session		
Location	Horniman Museum and Gardens		

	Hazards and possible outcomes	Existing Control Measures	Risk Rating				Additional Control Measures Required
			V	H	M	L	
1.	Group disembarking outside the Museum, on a busy main road. Pavements on road have no barriers. Potential hazard of being next to busy road.	Red route drop off bay on Museum side of road so no road crossing required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Group leaders to ensure that group disembark onto pavement with care and adult supervision at all times and that there is a suitable child:adult ratio.
2.	Many doors around the Horniman (e.g. wooden and glass fire protection doors) are weighted. Potential hazard of being closed on/knocked by door/trapped fingers.	Slow closing doors to give notice of access time. Staff using the Pavilion building aware of possible “wind tunnel” effect causing doors to slam closed. Door stops are fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to supervise entry/exit of doors and that doors are held open while pupils enter/exit.

3.	Child Safeguarding	<p>Horniman staff have the appropriate level of DBS disclosure and will report any safeguarding concerns.</p> <p>The Education Centre toilets are protected with a coded security lock on its main entrance/exit door. Other toilets are public.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When using toilets, group leaders to ensure that pupils are supervised by known adults.
4.	Sink in Education Centre space with potential hazard of hot water scalding.	Alternative sinks are available in the Education Centre Toilets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to ensure this sink is not used by vulnerable people.
5.	Handling collection – harm to health, minor injury and hygiene risk.	<p>Suitable objects (no sharp edges etc.) selected for appropriate audience and participants are instructed in correct object handling procedure to prevent misuse of objects.</p> <p>Objects with specific associated risks (e.g. Brazil nut pod for nut allergies) will be identified to accompanying adults.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Accompanying adults to ensure pupils comply with instructions given by Learning Team.</p> <p>Accompanying adults to inform Learning Team of any relevant sensitivities, medical conditions, or other risk factors.</p>
6.	Live animals e.g. in Animal Walk – risk of injury e.g. bite and hygiene risk	<p>Appropriate barriers and signage in place.</p> <p>Hand-washing stations are provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to supervise pupils and ensure hands are washed after contact with animals or animal areas.
7.	Lost child	<p>Museum procedures in place.</p> <p>School groups attending a learning session are advised to speak to any member of Horniman staff (wearing ID badges) if lost.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to ensure suitable adult:child ratio and that pupils are supervised at all times around the Museum and Gardens.

8.	Sickness or accident during visit	<p>In event of an accident/illness the Museum's Accident Procedure will be followed. Many museum staff are First Aid trained.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Accompanying adults to ensure that a trained first aider and equipment is available as part of their visit preparations. Please advise museum staff of any accidents on-site.</p>
9.	Fire or other emergency – harm to health	<p>Horniman staff are aware of emergency procedures and give due regard to the safety of children and vulnerable adults during an evacuation. In the event of an emergency evacuation, all visitors must leave the building. The fire alarm is a continual klaxon. Evacuation procedures are in place for all museum spaces. The muster point for schools is at the Bandstand, where a member of staff will advise you about safe return into the building. School groups attending a learning session are briefed about the procedure and informed of the muster point.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Accompanying adults to ensure pupils comply with instructions given by Horniman staff.</p>
10	Potential hazard of falling/slipping and tripping, causing injury: stone staircases around the Museum, rug seating areas in taught session spaces.	<p>Hand rails in place on staircases. Anti-slip sheets in place under rugs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Accompanying adults to supervise pupils on staircases and in taught session spaces, ensuring use of hand rails or lift when appropriate, and that pupils do not run.</p>

11	Objects are displayed in a range of glass cabinets, some of which are old Victorian glass cabinets. Potential hazard of collision into glass cabinets (gaps between cabinets can also be visually deceptive).	Visitor Hosts are present and able to advise regarding health and safety issues in each area of Museum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to supervise safe movement around gallery spaces, ensuring pupils do not run.
12	Outdoors: Vehicles sometimes come through gardens to drop off goods/people. Potential hazard of being struck by a vehicle.	Only authorized vehicles with drivers who have been instructed on regulations are allowed into the gardens. Security staff are aware of all vehicles on site. All gardens staff/Learning staff leading garden sessions equipped with radios.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to supervise all time spent in Gardens.
13	Outdoors: Slips, trips and falls due to sloping paths, uneven pavements, steps. Stings, bites, allergies and other adverse reactions, ingestion of inedible mushrooms. NB. The Nature Trail poses particular risk as it is a wild area.	In event of an accident/illness the Museum's Accident Procedure will be followed. All gardens staff equipped with radios.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accompanying adults to supervise pupils at all times. If exploring Nature Trail, group leader should carry mobile phone as area is remote. Accompanying adults to ensure that a trained first aider and equipment is available as part of their visit preparations.
14	Materials (art and craft materials including glues, paints etc) – harm to health through inhalation, ingestion etc.	All materials and equipment used for art and craft activities are appropriate for the target age group as identified by the Learning team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accompanying adults to supervise pupils while using materials. Group leader to ensure that group has a suitable child:adult ratio.

NB: This document covers significant hazards but group leaders are encouraged to make suitable preparations before visiting in addition.