

**Trowbridge Museum - General Risk Assessment Form For School Visits**

Description of Hazard	Hazard Rating	Risk Rating	Control Measures - Museum	Control Measures - School
Fire in the building	A	3	Museum has fire certificate Staff are trained in fire safety Staff and volunteers are briefed on fire procedures	Ensure all adult helpers have copy of map which shows the fire exits
Electrical hazards	A	3	All museum equipment is tested Staff are trained in emergency procedures	
'Stranger danger' The museum is open to the public during school visits	A	3	Museum staff and volunteers are briefed to be alert to this danger	Groups should be accompanied by an adult throughout their visit
Steep staircase to the museum	B	3	Hand rail has been installed on stairs	Suggest pupils walk up stairs in single file and should be instructed to hold hand rail and walk sensibly. If changing with another class from your school make sure only one group is on the stairs
Injury from moving machinery	B	3	All moving machinery is screened from Museum visitors	
Injury from glass fronted cabinets	C	2		Remind pupils to be careful when looking in cases
Trips, slips and falls	C	2	Trip hazards are marked with bright tape	Instructions to pupils to walk sensibly when in the museum
Scalds from hot water	C	3	Beware! Hot Water signs applied to the water boiler in the toilets	Students should be supervised when using the toilets
Medical conditions	Varies	Varies	Staff are trained in basic first aid Access to support from shopping centre	School staff should ensure that medical conditions are known and that essential medicines are brought to the museum
Child Protection			Education staff and volunteers have enhanced DBS checks.	School should ensure that all accompanying adults are DBS checked

Hazard Rating    A = death or major injury    B = injury likely to require time off work/school    C = minor injury

Risk Rating    1 = extremely likely to occur    2 = likely to occur    3 = slight chance of occurrence