

**ISSUED AS A GUIDE ONLY FOR A SCHOOL VISIT** the suggested headings below can be considered and incorporated into a school's risk assessment.

Schools must follow their own Authority's Risk Assessment Procedures.

**The GTM can accept no liability for managing the risks identified within a school's risk assessment**

	<b>Area</b>	<b>Hazards</b>	<b>Affecting</b>	<b>Mitigation</b>
1	Stairs to Balcony	Slip, trip or fall	All Visitors	Visitors/pupils to use handrails and no running or unnecessary distraction. Active supervision of group by adults at all times. Museum rules of behaviour and health and safety to be discussed at beginning of tour which will highlight access for wheelchair users.
2	Stairs and access to climb aboard vehicles	Slip, trip or fall.	All Visitors	Visitors to respect all climb aboard exhibits. Pupils must not clamber onto other parts of vehicles or jump up and down inside the vehicles. We recommend only one group at a time at each climb aboard exhibit to prevent crowding. Groups always under adult supervision.
3	Crowding	Tripping or crushing. Damage to Exhibits	All Visitors	You will be asked to divide your party up into small groups each with a responsible adult to supervise. The groups can then be sent to different parts of the Museum.
4	Movement within building	Potential damage to displays.	All Visitors	Pupils should walk at all times not only for safety reasons but also out of consideration for other visitors present. Pupils must stay behind ropes and keep to walkways.
5	Noise	Distraction & discomfort	All Visitors	Noise levels must be kept down out of consideration for other visitors.
6	School session in education room. Next of Kin resource boxes.	Slip, trip or fall. Damage to artefacts.	All Visitors	Hands-on items or exhibits should be handled with care and following instruction and demonstration from Museum staff. In some cases protective gloves may have to be worn. School staff to supervise throughout.
7	Museum Grounds	Slip, trip or fall. Pupils exiting the museum or grounds unseen and/or unsupervised.	All Visitors	Ensure that pupils have warm clothing as the Museum is kept cool to preserve exhibits and it can be cold outside. School Room can be used for snacks etc. School staff to supervise pupils exiting the Museum. Pupils should not run around the site. All litter in bins provided. School staff responsible for administering first aid and providing enough helpers for supervision.
8	Toilets	Time wasting queues. Need for supervision and staggered visits.	All Visitors	The new entrance to the Museum has one toilet. Inside the Museum there are well equipped toilets including full disabled facilities. There are only two female cubicles. Teachers are responsible for organising supervised toilet breaks for pupils. No member of Museum staff or volunteers should work alone with unsupervised children.