

	Risk Assessment Ref:	SPR006	Responsible Persons	DM/RW
	Company/Site	Petersfield Museum and Art Gallery, St Peter's Road, Petersfield, Hampshire, GU32 3HX		
	Task/s or Operations	On site school workshops		
Date Assessed or Reviewed	01/03/2024	Date of Next Review	01/03/20245	
Assess Review By:	RW/DW	Person/s Exposed	Museum Team Members, Trustees, Pupil Participants, Teacher and Support Staff	

What are the Hazards?	Who Might be harmed and how?	What are you already doing to control the risk?	Additional Controls.	Responsible person
Slips trips and falls on Museum premises.	Workshop participants. Museum Team.	Workshop areas will be checked before the start of the day and all trip hazards will be removed before the arrival of the school. Any spillage or hazard that arises during the workshop will be dealt with the workshop leader immediately.		DM/RW
Lost/wandering child.	Pupil participants	Schools will be asked to follow the museum's policy of adult/pupil ratio numbers: Foundation – 1:3 KS1 – 1:6 KS2 – 1:6 KS3 – 1:10 KS4 – 1:15 Post-16 – 1:15 SEND 1:5		

		<p>All external doors to the museum will remain shut during the workshop. Pupil headcounts will take place at regular intervals.</p> <p>Pupils must be accompanied by school staff when using the toilet.</p> <p>Workshop pupils will have access to dedicated toilets during their workshop which no other site member will have access to for the duration of the workshop.</p> <p>Any incident of a lost/wandering child will be reported to the Designated Safeguarding Lead immediately after the event and a full report filed.</p>		
Using workshop materials.	Museum Team Workshop participants (pupils and adults).	<p>Proper instruction on the use of activity material will be given before the activity takes place.</p> <p>Appropriate tools will be provided for workshop participants.</p>		
Slips trips and falls (Town walk).	Museum Team Pupil participants	The workshop leader will always walk at the front of the group to: clear or identify any upcoming hazard and instruct the group to safely avoid the hazard.		

		<p>The workshop leader will have a radio on them and able to report any issue or request help from site-based staff.</p> <p>Participating organisations will be asked to ensure a first aid trained member of staff is in attendance.</p>		
Traffic (Town walk)	<p>Museum Team</p> <p>Pupil participants.</p> <p>Adult supervisors</p>	<p>The historical walk will avoid crossing roads as much as possible. Where crossing the road is necessary it will always be supervised by 2 adult participants, who will hold traffic while pupils cross.</p> <p>Pupils will be asked to walk in single file along narrow pavements.</p>		
Food Allergies (Evacuee Workshop)	<p>Pupil participants</p> <p>Adult Supervisors</p> <p>Museum Team</p>	<p>When booking the session the lead teacher will be asked to confirm any food allergies of participating pupils. Any known food allergens will not be used in the workshop.</p> <p>Any food samples used in the workshop will be selected from low risk allergen groups.</p>		

Viral infections.	Pupil participants	Instructions will be given to all participants and adult supervisors not to put objects in or near their mouth.		
	Adult supervisors	Any object that has been in a participants mouth will be removed from the workshop and not returned until cleaned with appropriate cleaning materials.		
	Museum Team	Participants will be encouraged to wash their hands before and after each workshop session.		
Working with Children/Vulnerable people.	Museum Team	Museum team members and volunteers will never be asked to undertake an activity where they are unsupervised with children/vulnerable people.		
	Workshop Participants	Any Museum team member expected to work with children will be trained in the Museum's safeguarding policy and procedure.		
		Any incident and or disclosure will be reported to the Designated Safeguarding Officer as soon as possible.		
		When an activity is identified as requiring a DBS check only team members with the required DBS will undertake the activity.		

<p>Opening 'blind' doors.</p>	<p>Workshop participants Adult Supervisors Museum Team General Museum visitors</p>	<p>Workshop participants identified as children or as vulnerable will not be left unsupervised in any area of the Museum and Art Gallery.</p> <p>Activities will not be undertaken in any area in which a 'blind door' opens. If an activity is taking place close to a blind door the workshop leader will stand behind the door and prevent workshop participants from being in the space.</p> <p>If safe to do so 'blind' opening doors will be locked to prevent accidental opening.</p>		
<p>Workshop participant locked in toilets.</p>	<p>Workshop participants</p>	<p>Workshop participants must be accompanied by an adult supervisor when using the toilet.</p> <p>A flat head screwdriver will be stored in an accessible location to unlock doors from the exterior.</p> <p>Alarm pull cords will be tested on a regular basis.</p>		