

<b>Date:</b> 10/07/2024	<b>Assessed by:</b> Amy McDowall	<b>Checked / Validated* by:</b> <a href="#">Hannah-Lee Chalk</a>	<b>Location:</b> Manchester Museum	<b>Assessment ref no</b>	<b>Review date:</b> 01/08/2025
<p><b>Task / premises:</b> General educational group visit to Manchester Museum, including museum galleries and public spaces.</p> <p><b>Activities may include:</b></p> <ul style="list-style-type: none"> <li>- Use of quiet room / prayer room</li> <li>- Use of public toilets</li> <li>- Use of the Basement Education Suite learning areas, including teaching space and picnic area</li> </ul> <p><b>Please note that:</b> This is an internal risk assessment for the venue only. It is the responsibility of the school teacher / group leader to carry out a risk assessment for their visit. School teacher(s) / group leader(s) are in overall charge and must stay with the group at all times: Members of museum staff are facilitators only. Guidance on recommended ratios for all trips can be found online: <a href="https://www.museum.manchester.ac.uk/learn/schools/">https://www.museum.manchester.ac.uk/learn/schools/</a> In summary, the minimum adult to pupil ratios that we request for school workshops is: 1:6 for Early Years &amp; KS1; 1:8 for KS2, 1:15 for KS3, KS4 &amp; Post-16. Note this excludes adults providing 1:1 support. Advice for school teacher / group leader that must be noted in advance is <b>highlighted in yellow</b>. Please contact us at <a href="mailto:school.bookings@manchester.ac.uk">school.bookings@manchester.ac.uk</a> with any queries.</p>					

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
<b>For risk assessment of activities applicable to all visits, including attendance of museum, movement around building, and use of lifts, quiet room, picnic areas, public toilets, and prayer room, please see Manchester Museum's General Risk Assessment for School Groups (07/24)</b>					
Using public spaces during taught workshop public spaces	Lost child	Pupils: Safety and safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• <b>Accompanying adults must remain with the class at all times, including when activities are being led by museum staff.</b></li> </ul>	Medium	Adequate

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
			<ul style="list-style-type: none"> <li>• Visitor-facing staff (Visitor team &amp; volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication</li> <li>• Learning team members are DBS checked where their role involves regulated activity</li> <li>• Learning team are trained in Child Protection and Safeguarding including appropriate conduct with children and vulnerable adults</li> </ul>		
Use of Basement Education Suite picnic area	<p>Corners and edges, middle island, and furniture</p> <p>Wet or slippery floors due to spills</p> <p>First aid incident</p> <p>Fire risk</p> <p>External threat or major event (e.g. on Oxford Road)</p>	<p>Pupils, teachers, accompanying adults:</p> <p>Bangs and scrapes on edges of furniture</p> <p>Slips, trips and falls</p> <p>Burns</p> <p>Injuries caused by fire and smoke inhalation or evacuation procedure</p>	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Groups and visitors are asked to report spillages to reception to ensure prompt cleaning can be arranged</li> <li>• Wet floor signs are provided</li> <li>• The area is monitored by cleaning staff during busy times</li> <li>• First aider available in museum by contacting the front desk or any member of visitor team</li> <li>• See General Risk Assessment for School Groups for general evacuation and invacuation procedures, and also: During use of non-public areas by school group, arrangements will be made to ensure safe evacuation or invacuation in the event of a fire or other incident. For example, a member of the Learning Team remaining with the group, or route added to visitor team procedures for the day.</li> </ul>	Low	Adequate
Use of Basement Education Suite toilets	<p>Wet or slippery floors</p> <p>Improper conduct</p>	<p>Pupils, teachers, accompanying adults:</p> <p>Slips and falls</p> <p>Safeguarding</p>	<ul style="list-style-type: none"> <li>• The area containing the basement school toilets is clearly signposted as for booked school groups only, however the area is not locked for all of the day so teachers and other group leaders should be aware that these toilets should be treated like public toilets.</li> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> </ul>	Medium	Adequate

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Use of teaching space (not public)	Furniture and resources Improper conduct	Pupils, teachers, accompanying adults: Slips, trips and falls Safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Teaching spaces are out of bounds and locked unless a member of museum staff is present</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> <li>• Any museum staff undertaking regulated activity as part of their role will be DBS checked, to be updated every 3 years</li> </ul>	Low	Adequate
Handling materials and equipment	Sharp edges, very large/heavy or very small objects, harmful materials in items from museum collections, inappropriate learning materials	Museum staff, school staff, school pupils: Cuts and/or accidents; chemical injury	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• It is essential that at least four adults from the school remain with the group at all times during workshops. The museum may stop the workshop if this supervision is not maintained, which will effect the quality and duration of the children's experience.</li> <li>• Clear instructions on handling of all materials, and supervision of activity, by MM staff.</li> <li>• Use of sharp and very small or very heavy objects minimised.</li> <li>• Non-toxic objects/materials/resources used.</li> <li>• Objects and resources are inspected, cleaned and maintained by MM staff as appropriate.</li> <li>• Museum staff may take additional measures if necessary because pupils' behaviour means that is not safe for them, or for the objects used, e.g. switching to a 'close looking but not touching' session with sensitive artefacts or taxidermy</li> <li>• Museum staff will remind groups to wash their hands after touching objects.</li> </ul>	Medium	Adequate