

Risk Assessment advice – School/group visit to Canterbury Roman Museum

(Please add details as required to your own risk assessment for the visit)

Potential hazard and Effects	Controls in place	Additional measures required from schools	Risk rating
Danger from traffic	Coaches advised to use designated drop off point at Canterbury Bus/Coach Station. Map of route available from http://mediafiles2.thedms.co.uk/publication/tk-cant/canterbury.pdf	Group leaders to supervise children at all times. Children to walk slowly in pairs and to cross roads only with adult supervision. Children must be supervised by adults at the recommended ratios.	Low
Lost children	There is only one entrance/exit to the museum, which is supervised by a member of staff	NB. The pedestrianised area around the museum can be very crowded. Group leaders should supervise children at all times and keep a regular head count. Groups are advised to stay close together, with leaders at front and back of group. Children must be supervised by adults at the recommended ratios.	Low
Trip/slip hazard	Route around museum kept clear and free from trip /slip hazards. If the floor is wet, or there is essential work taking place, these areas will be cordoned off.	Inform children told not to run around the museum	Low
Toilets	An accessible toilet is shared with members of the public. We advise that toilet visits are supervised by teachers.	Group leaders to include male and females for mixed sex groups.	Low
First Aid	There are up to date first aid kits in all museums. Staff will call for medical assistance if required.	Teachers are responsible for giving first aid for their own group while on museum premises.	Low
Emergency evacuation	All school parties must register at the reception desk on arrival. The museum has a current fire certificate and staff are been trained in evacuation procedures in the event of fire alarm or other emergency, please follow their advice.	Keep children calm and follow instructions from staff to evacuate the building.	Low
Theft of personal items	Groups advised to keep valuable items with them at all times. Coats/bags can be left at owner's risk in cloakroom area.	Inform children to keep valuables with them at all times, and not to bring valuable items.	Low
Museum artefacts	All high value artefacts are cased. A member of the museum team will highlight correct handling procedures for items in hands-on area. Artefacts used in hands-on sessions are clean and safe to use	Inform children to treat artefacts with respect, and to listen to advice from museum staff. Artefacts used in hands-on sessions have no sharp edges, except replica brooches which may have a pin fastening on the back.	Low
Craft activities	Where sharp tools and/or safety equipment are required proper instructions in their safe use will be provided by museum staff.	Group leaders to ensure this advice is understood and adhered to by pupils	Low