



Southend Museums Service Risk Assessment for Museum Visit

Please note : This is a basic risk assessment to help you plan your visit to **Southchurch Hall**. It provides a general outline and you will need to add your own details with regards to any special needs of your group.

Area/Activity	Hazard	Risk Level (H/M/L)	Details	Control Measures
Arrival/Departure	<ul style="list-style-type: none"> Traffic on Public Highway Uneven/slippery surfaces in gardens Fall into moat which surrounds building 	L	<ul style="list-style-type: none"> Risk of visitor being knocked over by a moving vehicle. Risk of injury due to slip, trip or fall Risk of drowning 	<ul style="list-style-type: none"> Coaches to drop off outside entrance to Southchurch Hall Gardens on gardens side. Teachers supervise movement of pupils outside the Museum. Pupils to be instructed to walk at all times Grounds inspected and maintained by council parks staff.
Movement in and around Museum	<ul style="list-style-type: none"> Fire Naked flame from lit candles (Tudor/Christmas special sessions) 	L	<ul style="list-style-type: none"> Risk of injury or death Risk of burns Risk of fire 	<ul style="list-style-type: none"> Fully maintained fire detection system in place Fire evacuation procedures and extinguishing equipment in place Staff trained in fire evacuation procedures Fire risk assessment in place Candles lit and constantly monitored by museum staff. Lit candles placed out of reach of children on a flat, stable surface. Pupils not permitted in areas where there are lit candles
	<ul style="list-style-type: none"> Injury due to slip, trip or fall 	L	<ul style="list-style-type: none"> Risk of Injury 	<ul style="list-style-type: none"> Staff aware of hazards and First aider/First aid kits present in museum. Teachers to supervise pupil movements within museum. Pupils to be instructed to walk at all times. Museum cleaned and regularly inspected for hazards by staff. Equipment wires/cables secured and out of reach from children and adults.

	<ul style="list-style-type: none"> Fall on stairs 	L	<ul style="list-style-type: none"> Risk of Injury 	<ul style="list-style-type: none"> Staff to ensure stairs free of trip hazards. Teachers to ensure children use handrail and walk carefully up/down stairs.
	<ul style="list-style-type: none"> Trapping fingers in doors. 	L	<ul style="list-style-type: none"> Risk of Injury 	<ul style="list-style-type: none"> Appropriate supervision by teachers/helpers.
	<ul style="list-style-type: none"> Child exits museum unsupervised. 	L	<ul style="list-style-type: none"> Risk of child getting lost. Child protection risk Risk of pupil falling into moat Risk from vehicles on road 	<ul style="list-style-type: none"> Appropriate supervision by teachers/helpers. Museum staff to be vigilant where practicable
	<ul style="list-style-type: none"> Pupil Assault/Abduction 	L	<ul style="list-style-type: none"> Risk of injury or abuse 	<ul style="list-style-type: none"> Appropriate supervision by teachers/helpers. Pupils to remain in supervised groups
	<ul style="list-style-type: none"> Interaction with general visiting public 	L	<ul style="list-style-type: none"> Risk of unreasonable/aggressive behaviour 	<ul style="list-style-type: none"> Appropriate supervision by teachers/helpers. Museum staff to be vigilant where practicable Pupils to remain in supervised groups

Object Handling	<ul style="list-style-type: none"> Handling objects with sharp edges / points Handling objects with moving parts 	L	<ul style="list-style-type: none"> Risk of Injury 	<ul style="list-style-type: none"> All staff involved with education sessions trained in object handling and aware of object hazards. All children to be correctly supervised Ensure that clear instructions are given for handling and passing on objects
	<ul style="list-style-type: none"> Toxicity in artefacts (ie preservative in Victorian taxidermy specimens) Handling display /demonstration foodstuffs 	L	<ul style="list-style-type: none"> Risk of Poisoning Risk of Allergic reaction 	<ul style="list-style-type: none"> Any objects suspected of toxicity will not be put on display where they can be touched. Staff ensure that foodstuffs used for education/display purposes are not consumed by children Teachers and helpers to ensure children wash hands after handling sessions
	<ul style="list-style-type: none"> Handling objects which may break when dropped 	L	<ul style="list-style-type: none"> Risk of Injury Risk to Objects 	<ul style="list-style-type: none"> All staff involved with education sessions trained in object handling. All children to be correctly supervised Ensure that clear instructions are given for handling and passing on objects Ensure all pupils are seated correctly (or given alternative instructions) Objects positioned safely on a table