

Bexhill Museum Limited Policy Document

Risk Assessment for school use

We ask all teachers and teaching assistants to help us to apply these rules as if they are broken the Risk Assessment is invalidated. Teachers are required to make their own risk assessments to satisfy their school's legal responsibility.

Calculation: Likely Occurrence (1-5) + Likely Severity (1-5) = Risk Rating

Risk rating of 1-3 represents a LOW risk, 4 represents a MEDIUM risk and 5 and above a HIGH risk.

Entrance ramp and steps

Slips, trips or falls

Risk Rating = LOW

Likely Occurrence 1 (rarely) + Likely Severity 2 (minor injury) = Risk Rating 3

Action to reduce risk: salt area if icy and remove any obstructions. Make sure that there are no bicycles or mobility scooters parked on the ramp. Hand rails are already provided. Discourage people from sitting on steps.

Ensure Education Room windows are not opened beyond the handrails to avoid collision.

Foyer & shop

Slips, trips or falls

Risk Rating = LOW

Likely Occurrence 1 (rarely) + Likely Severity 2 (minor injury) = Risk Rating 3

Action to reduce risk: The area must be kept dry and free of trip hazards

Queuing – It is important that the entrance is not blocked as it is an emergency exit. If you have booked the Education Room your group will be taken into this area first, if not please bring all your pupils into the Sargent Gallery (the first gallery) so as not to block the entrance. In both cases the rules of the museum will be explained. Museum staff will be on hand to help control overcrowding.

Museum staff will be aware of size and age of school group. This will be indicated on the booking form completed by school staff.

The front door is located between the Education Room and the shop; please make sure that all pupils have been told not to leave the site.

Education Room

Slips, trips or falls

Risk Rating = LOW

Likely Occurrence 1 (rarely) + Likely Severity 2 (minor injury) = Risk Rating 3

Actions to reduce risk: make sure that there are no obstructions blocking the entrance to the Education Room or the door into the Costume Gallery as these are both fire exit. Clear up any spillages or water on the floor.

Coats must be hung up on the hooks provided and there is a box for bags. Please note that unattended bags in any other part of the museum may be interpreted as a bomb threat so it is important that pupils follow these guidelines.

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There is a kitchen area at the far end of the education room so there is a risk from boiling water and electrical equipment. Pupils should not be left in the Education Room unattended or sent back there without a teacher present.

Burns or scalding

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely Severity 3 (injury) = Risk Rating 4

Action to reduce risk: keep pupils away from the kitchen area.

Action to reduce risk: Sharp knives, scissors, glasses and ceramic cups, cleaning products and food must be kept out of the way.

Action to reduce risk: keep education cupboard doors closed.

Sargent Gallery

Slips, trips or falls

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely Severity 3 (injury) = Risk Rating 4

Action to reduce risk: There are many glass cases in the Museum, which is why we have the rule about no running. There are no trailing cables and all obstructions are cleared away by Museum Custodians. The floor is non-slip when dry so it is important that no food or drink is taken into the gallery.

Pupils are not permitted to play or attempts to hide under or behind display cases for their own safety and that of other visitors. Pupils should be asked not to lean on glass cases.

Costume Gallery

Slips, trips or falls

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely Severity 3 (injury) = Risk Rating 4

Action to reduce risk: There are many glass cases in the Museum, which is why we have the rule about no running. There are no trailing cables and all obstructions are cleared away by Museum Custodians.

Staircase

Slips, trips or falls

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely Severity 3 (injury) = Risk Rating 4

Action to reduce risk: School staff to remind pupils about calm movement around the building, particularly on the stairs. Any damage to step edges to be reported immediately.

Motoring Gallery

Slips, trips or falls

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely Severity 3 (injury) = Risk Rating 4

Action to reduce risk: School staff to remind pupils about potential hazard of plinths when entering gallery. (The three cars are on plinths which could present a trip hazard for the visually impaired, *in particular*).

The wheel change interactive includes real tools which are secured with chains to prevent them from being removed. It is important that these are kept tidy so as not to present a trip hazard. There must be adult supervision when in use. Pupils should be warned about the weight of the wheels when removing them.

Pupils must not be left unattended in this gallery

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Basement Teaching Area (next to café)

Slips, trips or falls

Risk Rating = MEDIUM

Likely Occurrence 1 (rarely) + Likely severity 3 (injury) = Risk Rating 4

Action to reduce risk: School and museum staff to remind children on entry to the area that the floor is slightly uneven in places and to move calmly in the area. A member of school staff should accompany group to this area and be present during the session.

Area to be checked thoroughly before any visit to clear away items from the floor or causing obstructions in pathways and floor area.

Pupils getting lost / leaving the building

Risk Rating = LOW

Likely Occurrence 1 (rarely) + Likely Severity 1 (Little or no injury) = Risk Rating 2

Action to reduce risk: There is always a Museum Custodian at the front desk. The front door of the museum is located between the Education Room and the shop, and maybe left open. School staff must make sure all pupils are instructed not to go out of this door or leave the site without a teacher present.

Child protection

Risk Rating = LOW

Likely Occurrence 1 (rarely) + Likely Severity 3 (RIDDOR injury) = Risk Rating 3

Action to reduce risk: With the level of supervision within the Museum the risk to pupils from staff, volunteers, other visitors, teachers and other children is minimal. School groups are not permitted on site without teachers or teaching assistants, there are always Museum Custodians present to invigilate. The area is monitored by CCTV and visitors may not take photographs in the Museum. Museum staff will wear badges to identify themselves and their role.

Visiting school groups using the basement teaching area will be accompanied at all times by at least one member of the museum staff or volunteer. There should also be one adult accompanying the school present at all times. It should be noted that this area is not generally accessed by the public.

General Museum Rules

For the safety of all our visitors the following rules for conduct in the Museum apply:

- No smoking in the Museum.
- Food and drink can only be consumed in the café and education room
- Photography or video of any kind is not permitted without permission
- No running in the Museum.
- No roller-skates, skateboards, bats or balls.
- Only Guide or Hearing Dogs are allowed.
- Schools are responsible for supervising pupils at all times.
- Other visitors should be allowed to enjoy the museum in peace and quiet.

The Museum reserves the right to refuse entry and to eject anyone who does not abide by these rules. A polite verbal warning is to be issued first; if anyone does not comply they will be asked to leave, if they refuse the police will be called to remove them.

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Your visit may be curtailed or cancelled at short notice if the Museum has to be closed to the public due to unforeseen circumstances.

Fire Drill

If the alarm bells sound we will evacuate the site. The emergency assembly point is by the red pillar-box opposite the entrance to the Museum. If the threat makes this location unsafe, for example severe fire or bomb threat we will retreat down to the Clock Tower end of Park Avenue. A Museum Custodian will guide your group to this point to await the emergency services. Instructions from the emergency services must be followed and no one may return to the building until permission is given by the emergency services.

There is an emergency exit in the North West corner of the Sargent Gallery but this is only to be used if the main exit is blocked as it leads onto an external staircase. There is another emergency exit at the bottom of the stair case. The lift *must* not be used in an emergency.

If school groups are using the basement teaching area, an emergency exit to the park is adjacent. Keys to this door will be kept on the person of museum staff delivering education session in the area.

Child Protection Policy Statement

Bexhill Museum Ltd is committed to ensuring that children are protected and kept safe from harm whilst they are engaging in any activity within this organisation (see BML Child Protection Policy).

Bexhill Museum intends to achieve such standards by:

Informing parents, guardians, staff and children of what the Bexhill Museum Ltd is committed to doing towards protecting children, and consequently what they can expect from us.

Ensuring that our staff and volunteers and contractors are carefully selected trained and supervised.

Providing clear procedures for parents, children and Bexhill Museum Ltd representatives to voice their concerns or lodge complaints concerning anything they feel unhappy about.