

Name of person completing the risk assessment:	Rachel Buxton	Date and time completed:	1/3/26
Description of work area being assessed:	School group visits to the Museum and boat trips		
Description of task being assessed:	As the trip involves proximity to water, we suggest adults are issued with 'Group Safety at Water Margin's National Guidance - Health and safety on educational visits - GOV.UK		

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Open water	Children and/or school leaders/ volunteers	Falling into the water	Signage and appropriate safety measures – life rings in place. Children are supervised at all times by responsible school leaders/ volunteers	2	4	8	Children/adults advised of the water hazards – what to do in an emergency. All to stay off wooden quay heading unless dis/embarking a boat.	2	2	4	Discussion with school leader prior to the visit by Collections Manager.	Day of school visit During visit by museum staff and volunteers
Moving objects in the museum	Children and/ or school leaders/ volunteers	Dropping objects onto their feet	Children reminded of safe handling of museum objects	1	1	2	Children are supervised at all times by staff	1	1	2	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers

Dogs in the museum	Children and/ or school leaders/ volunteers	Dog bites or scratches. Children frightened of dogs	Dogs are allowed in the museum but kept on leads and supervised at all time	1	2	3	Children are reminded not to approach any dogs they encounter. Most if not all school visits will take place on a day the museum is closed (Monday)	1	1	2	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers
Boat trips	Children and/ or school leaders/ volunteers	Falling into the water. Hands crushed between boats	All boat passengers will be required to wear life jackets before entering the boat.	2	2	4	All children to be reminded to stay seated, hands inside the boat and accompanied by a member of staff.	1	1	2	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers
Fire	Children and/ or school leaders/ volunteers	Burns	Refer to our fire risk assessment. Boat trips - passengers to sit well away from the boiler/ engine	2	2	4	All children to be supervised and seated when dis/embarking the boats. Every boat has a first aid kit on board	1	1	2	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers

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				L	C	R		L	C	R		
Illness	Children and/ or school leaders/ volunteers	Becoming ill whilst on the trip	Adults to keep list of children and medical info, children's addresses.	2	1	3	School leader to have a mobile phone to contact school or parent. Ensure all children who require them have the appropriate medicines	1	1	2	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers
General public	Children	Safeguarding issue with general public meeting children	Children reminded that the museum is a public place and behave appropriately	1	4	4	School visits to take place when the museum is not open to the public where possible	1	4	4	Discussion with school leader prior to the visit by Collections Manager	Day of school visit During visit by museum staff and volunteers

Review date:	1/3/27 (Annually)	Signature of person completing the risk assessment:	Rachel Buxton
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Specific visit– please record details of the event, time and date as well as any additional hazards and control measures you have identified.

Please acknowledge you have seen this risk assessment and will implement the relevant control measures.

Signed

Name in block letters

Date

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change