



Risk Assessment Form

Establishment: Museum of the Broads

Assessment Date: _____

Proposed Activity/environment: Visit to Museum of The Broads

Educational objectives:

Reviewed and approved by: _____ **Name:** _____

Date: _____

As the trip involves proximity to water, we suggest adults are issued with 'Group Safety at Water Margins', (DfES/CCPR)

Hazards: List significant hazards that may result in serious harm or affect people in the party	Who might be harmed? List groups of people who are especially at risk from the hazards identified.	Is the risk adequately controlled? List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	What further actions are needed to control the risk? List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.	
Transport/Bus Vehicle breakdown	H/M/ L RISK L Children and adults on bus	Use of seat belts, registered bus company, compliance with safety , etc. Mobile phone carried – inform school of breakdown	None	H/M/L RISK
Water near Museum	M Children and adults on visit	Children/adults advised of water hazards – what to do in emergency. Read 'Group Safety At Water Margins' Supervision of children	Remind children in groups about water hazard. Adult leader to be aware of children's whereabouts	
Steps in Museum	L Children/adults in Museum	Children in groups – Reminder of walking – no pushing – hold handrails etc.	Adult leader aware of children and their behaviour	

Moving objects in Museum	M	Children/adults	Children reminded of sensible use of objects. Adults' instructions.	Adult leader to be aware of whereabouts of children	
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Dogs in Museum	L	Children/adults	Dogs are allowed in Museum of The Broads. Remind children not to approach any dogs	All dogs are on leads.	
General public in museum	M	Children and adults in museum - public visitor	Children should be reminded that museum is a public place and behave appropriately.		
Illness or accident in coach or museum	L	Children at museum.	Adults to keep list of children and medical info, children's addresses.	Mobile phone to contact school or parent. Inhalers for children with asthma/etc.	
Children's boat ride on Falcon (Adults)	H	Children/Adult	All to wear buoyancy aids before entering boat. Sit in separate area from engine. Stay seated, hands inside boat.	Remind children to remain seated. Help from boat operators with entry/exit of boat.	
Breakdown of steamboat Falcon, man overboard	L	Children/Adult/Museum workers	Museum has 'Search & Rescue' Plan (with Fire Service/Ambulance/Museum), detailing action taken in event of emergency.	Crew of Falcon have mobile phone for emergency, Falcon crew trained for emergencies.	
Fire in museum	L	Adults/Children/Museum staff	Fire exits clearly marked and audible alarm will sound in event of fire. Fire extinguishers (checked annually) in each room.		

May 2019