

## Risk Assessment Guidance for School Teachers Museum of St Albans – Medieval Town Trail and Handling Session

### Please read carefully

The Museum of St Albans aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about life in Medieval St Albans in a 'hands-on' and 'active' way. The information below is designed to aid visiting schools in the preparation of health and safety and risk assessment documentation prior to their visit. It is advisable to read this document to familiarise yourself with safety issues on and off the site. Whilst the information in this document is as comprehensive as possible, we strongly recommend that you arrange a pre-visit site check if you have not visited before. The Museum of St Albans makes no guarantee that this assessment form is suitable for every eventual need and so recommends that all teachers and group leaders take their own professional advice when drawing up their risk assessment and using this guidance.

### Medieval Town Trail Route (Approximate timing 1 ½ hours)

From the Museum of St Albans, turn right into Hatfield Road. Cross over Hatfield Road at the controlled crossing and turn right and walk to the end of the road. Turn left into St. Peter's Street. Cross St Peter's Street at a controlled crossing and then cross the access road to rejoin the pavement. Turn left down St Peter's Street, which turns into Market Place. Stop outside the Tourist Information Centre to view the original site of the Moot Hall (***if the courtroom adjacent to the tourist information centre is empty the group shall be lead inside***). Continue down into French Row and stop outside the Clock Tower. Half a school group will be taken to the top of the Clock Tower at a time. This will take 10 - 15 minutes per group. Walk back up Market Place and stop in front of the Old Town Hall to view the site of the castle Inn. Cross St Peter's Street at a controlled crossing and then walk to the end of the road. Turn right into Hatfield Road, cross Hatfield Road at the controlled and continue to the Museum of St Albans.

### **Medieval Trail**

<b>Hazard/Risk</b>	<b>Controlling the risk</b>
<ul style="list-style-type: none"><li>Walking through town</li></ul>	<ul style="list-style-type: none"><li>The museum teacher will give a safety talk at the start of the trail</li><li>Schools are responsible for the safety of their group on the trail. <b>The museum teacher is only there as guide.</b> Children will need plenty of adults to supervise them on the route, which involves walking along pavements next to busy roads, crossing roads and walking through the</li></ul>

	Abbey Gateway which is also used by cars.
<ul style="list-style-type: none"> <li>• Crossing main roads</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will guide school groups to the controlled crossings on the main roads.</li> <li>• It is the responsibility of a school teacher to guide their group safely across all main roads. The museum teacher will assist in this.</li> </ul>
<ul style="list-style-type: none"> <li>• Crossing side roads</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will stop when these are reached and it is the responsibility of a school teacher to decide when these relatively quiet roads will be crossed.</li> <li>• School teachers are responsible for the safety of their group as they cross all side roads. The museum teacher will assist in this.</li> </ul>
<ul style="list-style-type: none"> <li>• Taking pupils up the 93 stairs of the very narrow (40 cm at the narrowest point), dim, spiral staircase of the Clock Tower. (The Clock Tower is 65 feet tall). School groups are split in 2 so that only half a group is taken up at a time.</li> <li>• Risk of tripping</li> <li>• Claustrophobia</li> <li>• Dizziness</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will ensure that all the lights are switched on inside the Clock Tower.</li> <li>• The pupils will be split into 2 groups, one group will be taken up the Clock Tower, whilst the other remains at the bottom. The museum teacher will lead each group up and down the Clock Tower (except for the final descent, in which a school teacher will be asked to lead the group down so that the museum teacher can lock the door at the top.) Schools must provide at least 2 additional adults to accompany each group up and down the Clock Tower, as there must be an adult in the middle of the group and an adult at the rear. Schools must also ensure that those pupils that are left at the bottom are adequately supervised. (Teachers may like to ask the pupils waiting at the bottom of the Clock Tower to sketch it – if so they should bring paper, pencils and clip boards.) <b>School parties with insufficient teachers/ accompanying adults will not be taken up the Clock Tower.</b></li> <li>• Before going up, pupils are given basic safety instructions by the museum teacher about their conduct on the staircase. E.g. pupils will be told to hold on to the handrail, to not push or shove and to go at the pace of the person in front of them. It is the responsibility of school teachers to ensure that the children behave sensibly whilst being taken to the top of the Clock Tower and back.</li> <li>• On the ascent a stop will be made after 20 stairs on the first floor. The Museum teacher will remind groups that there are still over 70 stairs to go and will ask if there is anyone in the group that does not wish to continue.</li> </ul>
<ul style="list-style-type: none"> <li>• Vertigo on the stairway/ at the top</li> </ul>	<ul style="list-style-type: none"> <li>• Any sufferer must be escorted back down by a school teacher/accompanying adult.</li> <li>• It may help if the sufferer is encouraged to walk up/down sideways, holding on to the hand rail.</li> </ul>

<ul style="list-style-type: none"> <li>• Misbehaving on safety railings at the top of the Clock Tower</li> </ul>	<ul style="list-style-type: none"> <li>• School teachers should ensure that members of their group do not misbehave on the safety railings and that objects are not thrown.</li> </ul>
<ul style="list-style-type: none"> <li>• Bumping head on doorways</li> </ul>	<ul style="list-style-type: none"> <li>• Adults and taller children need to take care to not bang their head on the low doorways throughout the building.</li> </ul>
<ul style="list-style-type: none"> <li>• Tripping on stairs in the old courtroom</li> </ul>	<ul style="list-style-type: none"> <li>• There is a short flight of stairs students can access to sit on seating in the well of the old courtroom. Students should take care on the stairs. There is seating at street level for students who have difficulty using stairs</li> <li>•</li> </ul>

### Medieval Handling Session

Hazard/Risk	Controlling the risk
<ul style="list-style-type: none"> <li>• Handling objects which could be delicate, heavy or sharp</li> </ul>	<ul style="list-style-type: none"> <li>• Museum teachers will explain how to handle the objects</li> <li>• Any sharp objects will be placed in cases with lids on.</li> <li>• A risk assessment has been done for the museum teachers.</li> </ul>
<ul style="list-style-type: none"> <li>• Rotating the pupils so that they can see them all</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will give clear guidance as to when the pupils should move and where to move to.</li> </ul>
<ul style="list-style-type: none"> <li>• Children dressing up in replica medieval costumes</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will dress a number of children in replica costumes. This will be done in full view of the rest of the school group.</li> </ul>
<ul style="list-style-type: none"> <li>• Wearing costumes which might be too long</li> </ul>	<ul style="list-style-type: none"> <li>• The museum teacher will try to ensure that suitably tall children are chosen to try on the longer costumes.</li> <li>• The museum teacher will advise a child to hitch up their garment if it is too long and to walk with care.</li> </ul>
<ul style="list-style-type: none"> <li>• Trailing wires</li> </ul>	<ul style="list-style-type: none"> <li>• If any electrical equipment is used, e.g. a lap top, the museum teacher will ensure that if there are any trailing wires that they are not a danger to visitors.</li> <li>• A cable cover is available.</li> </ul>

Next review – December 2011