

Risk Assessment Guidance for Schools:

Museum of St Albans Museum led Sessions

St Albans Museums Service aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about the past 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 in the session. Whilst the information in this document is as comprehensive as possible, should you wish to arrange a pre-visit site check, we would be happy to accommodate your needs.

St Albans Museums Service 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.

Hazard/Risk	What control measures are necessary to adequately control the risk	Priority for Action
Selected children being dressed in replica costumes – if a child is small this could cause a trip hazard (All sessions)	The museum teacher will try to select children to dress up that are a suitable height for the costumes. Children might need to be instructed to hitch up their costumes as they go to sit down. All dressing up of children will be done in full view of the class	L
Knocking over /dropping artefacts– hurting hands/feet (All sessions)	The museum teacher will explain how to handle, pick up and put down objects safely in a safety talk. Teachers, adult helpers and the museum teacher should keep an eye on the children whilst they are examining the objects to ensure that they are handling the objects safely	L
Children hurting themselves on objects that could be delicate, sharp or unsuitable for direct contact with the skin (All sessions)	Such objects will be tied down in cases so that they can be seen but that children can not hurt themselves on them	L
Children hurting themselves through playing with toys that could involve throwing, catching and spinning (Toybox session)	The museum teacher will demonstrate how to safely play with toys that could potentially hurt a child.	L

Children bumping into each other/falling as they perform a washday mime (Victorian washday session)	The museum teacher will ensure that the children all have plenty of space around	L
Children catching their hair as they try on masks that tie at the back (KS1 Toybox /KS2 Ancient Egypt)	The museum teacher will either instruct the children to not tie their masks, but simply hold them against their face, or ask teachers / adult helpers to tie/untie any masks	L
Children dancing – (hand jive) causing them to bump into each other/fall (1950s session)	The Museum Teacher will ensure that the children have enough room to dance before starting the hand jive	L
Children hitting someone with a hoop whilst demonstrating how to use a hula hoop (1950s Session)	The museum teacher will ensure there is enough space for this activity.	L
Hitting someone whilst skipping with a skipping rope. (1950s Session)	Only 1 child will be allowed to skip at a time. The museum teacher will ensure there is enough space for this activity to take place.	L
Contact with herbs and spices, which could cause an allergic reaction (Tudor Kitchin Session)	The museum teacher will give a safety talk at the beginning of the session, in which teachers will be asked if anyone has an allergy to any herbs or spices – this will lead to the removal of any offending items if necessary. Children will be cautioned not to rub their eyes after touching the herbs and spices until they have washed their hands well. The museum will avoid the use of nuts in the mortar and chafing dish	L
A knife being used by the museum teacher during the cooking demonstration (Tudor Kitchin Session)	The museum teacher will ensure that the knife is never left in a position in which a child could gain access to it.	M

<p>Tea lights used in chafing dish (Tudor Kitchen Session)</p>	<p>Used by the museum teacher only for demonstration purposes. Only the museum teacher will light the tea lights and the matches will be put in a safe place out of reach of the children. The museum teacher will ensure that a jug of water is to hand As children approach the demonstration table being used by the museum teacher, they will be closely supervised.</p>	<p>M</p>
<p>Hot syrup in upper part of chafing dish (Tudor Kitchen Session)</p>	<p>This will be used by the museum teacher for demonstration purposes only and the children will not be asked to handle this. It will not be left unsupervised; a jug of water will be kept on hand.</p>	<p>M</p>

December 2010

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