

Risk Assessment Guidance for School Teachers
Museum of St Albans – Victorian Trail

Please read carefully

The St Albans Museums Service aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about life in Victorian 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 in on the trail. 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.

The 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.

Victorian Town Trail Route (approximately 1 ¼ - 1 ½ hours)

Exit the Museum of St Albans and turn left down Hatfield Road. Turn left into St Peter’s Road to view the almshouses on the left. Cross over and return to Hatfield Road and continue down the road to view the stench pipe on the corner of Lemsford Road. Continue down Hatfield Road and enter Clarence Park via the steps that lead down from Hatfield Road. Walk through the park to look at the fountain, bandstand, the sports pavilion, the park keeper’s house and the original entrance into Clarence Park.

Turn right into Clarence Road and walk down to the traffic lights. Cross over to Stanhope Road. Walk up Stanhope Road, crossing over Granville Road and turn right into Grimston Road. Cross Grimston Road at the traffic lights and walk up the path to the entrance of the old prison. Walk back on to Ridgemont Road and turn left. Go over the Railway Bridge and turn left into Ridgemont Road. Stop outside the Station Master’s house and view the Old Station Box and look at the old railway workers houses. Go back up Ridgemont Road and turn left and walk down to the traffic lights on the corner of Alma Road. Turn left into Alma Road and walk a little way to the far end of the Horn of Plenty to view the bell at the top of Alma Road School and look across to Trinity Church. Go back up to the lights and cross into Victoria Street. Walk up Victoria Street to the traffic lights on the corner of Marlborough Road and view an old straw hat factory. Cross over Victoria Street and walk up Marlborough Road to Hatfield Road. Turn left into Hatfield Road and cross at the lights and re-enter the museum.

Hazard/Risk	Controlling the risk
<ul style="list-style-type: none"> Walking through town along pavements next to busy roads. 	<ul style="list-style-type: none"> The museum teacher will give a safety talk at the start of the trail. High visibility jackets are available for KS2 groups to borrow from the museum teacher Schools are responsible for the safety of their group on the trail. The museum teacher is only there as guide. Schools are recommended to bring a 1:6 ratio for the trail. This will ensure that as the school groups are led en masse by the museum teacher, they can be subdivided into smaller groups, each with an allocated adult helper from the school. Schools are recommended to ensure that the children walk sensibly at all times, on the inside of the pavement, away from the roads. The museum service recommends that school teachers/adult helpers walk beside the children, nearest to the road and that one adult helper/school teacher is at the rear.
<ul style="list-style-type: none"> Crossing main roads 	<ul style="list-style-type: none"> The museum teacher will lead school groups to the controlled crossings on the main roads. It is the responsibility of a school teacher to guide their group safely across all main roads. The museum teacher will assist in this.
<ul style="list-style-type: none"> Crossing side roads 	<ul style="list-style-type: none"> 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. School teachers are responsible for the safety of their group as they cross all side roads. The museum teacher will assist in this.
<ul style="list-style-type: none"> Steps leading down to Clarence Park. 	<ul style="list-style-type: none"> School teachers should ensure that the children walk sensibly down the steps, using the handrail if necessary. There is a ramp for wheelchair access.

Next Review Dec 2011

