

## Risk Assessment Guidance for Schools:

### Verulamium Museum – Roman Market Session

St Albans Museums Service aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about Roman Markets 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.

<b>Hazard/Risk</b>	<b>What control measures are necessary to adequately control the risk</b>	<b>Priority for Action</b>
Table cloths trailing on the floor causing a trip hazard.	The museum teacher will fold table cloths to ensure that they are not trailing on the ground and tie in place.	L
Costumes being too long for the children causing a trip hazard.	The museum teacher will ensure that belts are available for school children to use. School teachers and adult helpers should ensure that if any of the children's costumes are too long that a belt is placed around the waist and the costume is hitched up so that the length is above the ankles.	L
Knocking over replica items that are on the tables	It is the responsibility of the museum teacher to ensure that the replica objects are arranged on the tables in a safe way before the museum session begins. School 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 put back on the tables in a safe position.	L
Children touching and smelling food that they are allergic to.	Schools need to be aware that the following real food is used in the sessions: wheat, dried barley, dried lentils, salt, peppercorns, Cinnamon Sticks, olive oil and Fish Sauce. <b>Schools should contact us, if a child is allergic to any of these items, so that we can discuss the action that needs to be taken.</b>	L

**December 2010**

(Review date December 2011)