

**OFFICIAL  
RISK ASSESSMENT FOR  
Visiting Schools and Groups Including Children – Abbey Ruins**

Directorate: DENS					Service/Location: Reading Museum and Town Hall				Task: VISITING SCHOOLS AND GROUPS INCLUDING CHILDREN		
Hazard		Before Controls			Risk Rating	Existing Controls	After controls		Risk Rating	Action Required	By Whom and When
Activity/Equipment/Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Arrival At Museum Coach set down point on Valpy Street, around the corner from the Museum. Pupils required to cross Valpy Street.	Separated from group.  Injuries related to traffic accidents	Pupils, teachers	2	5	10	Teachers informed of location of set down points and relevant stations.  All teachers are invited to pre-session meetings where we explain logistics and suggest safest routes.  We offer to meet schools at the coach set down point to help guiding the children if required.	1	5	5	Teachers are required by schools to do their own risk assessments for external visits - Museum to offer information as requested.  We will continue to invite all teachers to pre-session meetings where we explain logistics and suggest safest routes.	Teachers
<b>Commute to Abbey Ruins</b> Pupils walk along a set route from the Museum to the Ruins. They are required to cross at the traffic light on Market Place. Possible interaction with members of the	Individuals can get separated from the group  Injuries related to traffic accidents  Verbal or physical abuse from strangers	Pupils  Pupils, teachers  Public, children and		4  5  3	8  10  6	Adult helpers notes are provided for each school that books a paid session. Group leaders are instructed to stay with their assigned children at all times	1	4	4	Teachers in charge are responsible for all the children and helpers that they bring to the Museum's sites. Pupils must remain with their assigned group leader at all times. Teachers are aware that the external sites are open to the general public	Teachers and session leaders

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public		teachers								
Interaction with general public in galleries, external sites and during commute		Public and school visitors	2	3	6	School groups supervised by their teachers and accompanying adults - booked sessions are controlled by session leader - pupils remain the responsibility of the teacher in charge during sessions and commute. The public galleries are supervised by museum gallery assistants; external sites are not supervised by additional Museum staff. Ensure contact is minimised.	2	3	6	Teachers, session leaders and gallery staff
Risk of Theft - Lunches and bags		Property	2	2	4	Property is left at owner's risk. Where possible museum offers locked lunch spaces. Teachers to advise pupils to keep valuables with them. Pre-order of items from shop is available.	2	2	4	Teachers to be aware that public have access to building.
<b>Use of Shop:</b> Limited space in shop - possible injury or damage to goods.		Pupils, visitors and shop items	2	3	6	Teachers informed that they need to visit the shop in small groups. Pupils to remain with their adult helpers at all times. (MAX 6 children and 1 adult allowed in the shop at any time)  Online shop available. Teachers are encouraged	2	2	4	Teachers and session leaders

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Poor ventilation						to pre-order online to avoid visiting the shop  The shop has no door and the main door of the building open out to the street. We also have a fresh air ventilation system to ensure proper air circulation.					
Emergency evacuation (fire or other emergency)		Pupils, teachers and other visitors	1	6	6	Session leaders aware of evacuation procedures. Groups using lunch spaces in Museum informed of fire evacuation routes when they arrive and routes clearly displayed in each area.  Gallery staff to guide groups using lunch spaces in Museum during fire evacuation (Museum fire procedures)	1	6	6		Gallery staff, session leaders and teachers
Toilets / lunch spaces- pupils unaccompanied pupils		Pupils	3	3	9	Teachers and group leaders advised to remain with their groups at all times. Museum staff are not permitted to supervise pupils whilst using the toilets. (MAX 2 children allowed in the toilets at any time)	2	3	6	Museum staff aware of their responsibilities under child protection policy.	Teachers
Use of museum collections during education sessions and teacher-led visits:  -Collections causing		Teachers, helpers and pupils.	2	3	6	Session leaders to remind all visitors about safe handling of artefacts. We recommend that schools have a first aider	1	3	3	Museum regularly review objects and their suitability for handling.	Teachers and session leaders.

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injury to users						with them					
Damage or loss to collections		Museum artefacts	2	2	4	Museum staff give guidance and advice concerning handling of objects	1	2	2	Museum regularly review objects and their suitability for handling.	All staff
<b>Access</b> Museum: Sessions take place on all levels of the museum - access is primarily by stairs, lifts are available throughout building. External sites: the uneven surfaces in the Abbey Ruins limit accessibility particularly for wheelchairs.		Children, adults and general public	2	3	6	Children will use the stairs whenever possible.  Max one child and one accompanying adult using the lift at any time.  Children and adults are warned about uneven surfaces and asked to be careful while walking.  Photographs can only be taken when the group stops in one location and never while walking.	1	3	3	<b>Teachers:</b> Please see Access Policy on Museum website.	

Name of Assessor: Guja Bandini

Date: 28/02/2024

Position: Learning officer

Review Date: 28/02/2025

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*Please note: this risk assessment is not designed to replace an organisation's own risk assessment for their visit.*

**READING BOROUGH COUNCIL**

**RISK FACTOR CALCULATION SHEET**

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

Likelihood		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how SEVERE the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Likelihood x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

**RISK ASSESSMENT CALCULATION TABLE**

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

**RISK ASSESSMENT SCORE**

<b>1 - 6</b>	<b>LOW RISK</b>	Keep assessment under review
<b>8 - 12</b>	<b>MEDIUM RISK</b>	Put in place effective control measures & monitor
<b>15 - 36</b>	<b>HIGH RISK</b>	Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work