




# Corinium Museum

## Risk Assessment – School Visits and Craft Activities

The attached risk assessments are for the express use of the Corinium Museum and Everyone Active, who run the museum service. You may use these risk assessments to inform your own risk assessment which should be based on, and appropriate to, the client group you are bringing on a visit.

The Corinium Museum offers teachers, group leaders and home educators a Free Preliminary Visit so that leaders are familiar with site hazards for their client group. This free site visit provides an opportunity for you to conduct your own risk assessment for your trip.

Thank you for your co-operation.

		<h2 style="margin: 0;">Corinium Museum – Risk Assessment – School Visits and Craft Activities</h2>			
Reference:	Site and Form:	Risk Assessor:	Updated:		
RA2.109	Corinium Museum - Risk Assessment – Children’s activities	Emma Stuart	December 2016		
Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

Craft Activities - cuts from paper, scissors, injuries from staples, drawing pins, etc	Children	Learning Team	Ensures equipment used during activities are age appropriate and in good working order.	During all sessions	
Materials on children’s hands eg glue, paint, ink, clay getting in their eyes, nose, mouth	Children	Learning Team	Ensures all equipment used is child friendly and materials are safe. A COSHH assessment is carried out on certain materials. Access to running water.	During all sessions	COSHH file

Illness, accidents, allergies from materials being used, or squash and biscuits given as refreshments	Children	Learning Team	It is practice not to offer food but if food is given, session leader ensures all participants have filled out a registration form with emergency contact details and medical conditions. All leaders to be aware of any issues. Notice to highlight possible allergens.	Prior to session	Registration file
Falling on stairs - slips, trips, falls	Children	Activity leader	Ensures children are supervised at all times whilst moving around building. If in costume, ensure costume is lifted up and not going to become a trip hazard.	At all times	
Mosaic activities – cuts, eye damage, trapped fingers, cuts on hands from sharp materials	Children and Adults	Activity Leader	Ensures safety equipment is in good order and PPE provided (googles, gloves if required). Includes H&S introduction and safe instruction/demonstration. Tables are brushed intermittently to remove potential sharp objects. Under 8's to be supervised by an adult.	During all sessions	
Schools Sessions – cuts, choking hazard	Children	Activity Leader	To check equipment is safe and in good order prior to session. Offers introductory H&S advice (no objects in mouths or above eye height, etc.)	During all sessions	
Slips, trips, falls - Trails	Children	Learning Team	Ensure trail clues are at sensible heights and in safe places	During each school holiday or when a trail runs	

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where
School Room, Galleries and Lunch Room  Floors and Equipment  Deficiencies in area Faults in equipment.	Customers Colleagues Contractors	Duty Officer	Ensures a check of the area is undertaken	Prior to first session	Recorded in the Duty Officer log any defects reported to Museum Director
		Museum Director	Will ensure regular checks of the equipment and that it is maintained.	As per manufacturers guidance.	Recorded in the Duty Officer log any defects reported to Museum Director
		Cleaners	Will undertake regular documented cleaning regime	Daily	As per cleaning standards and recorded on daily check sheets
		Duty Officer	Will undertake regular checks of area	Daily	Recorded in the Duty Officer log any defects reported to Museum Director