



Corinium Museum

Risk Assessment – Special Events - Gladiators

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.

Corinium Museum – Risk Assessment – School Visits and Craft Activities					
Reference:	Site and Form: Corinium Museum			Risk Assessor:	Updated:
RA2.109	Risk Assessment – Special Events – Gladiators Oct 22-April 23			Emma Stuart	July 2022
Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

Wooden swords and shields	Children	Re-enactor	Ensure equipment is safe and free from splinters or damage. First aid provision on site, SSOW in place regarding accidents and injuries and training delivered for on-site team regarding housekeeping. First Aid box in LLC.	During all booked sessions	Verbal instruction at the start of all sessions
Practice moves with sword	Children	Re-enactor	Ensure all equipment used is child friendly and materials are safe. Ensure enough space between children for moves. Clear instruction throughout with health and safety instruction provided at the start. First aid box in LLC.	During all booked sessions	Verbal instruction at the start of all sessions
Moves with foam weapons	Children	Re-enactor	Ensure all equipment used is child friendly and materials are safe. Ensure enough space between children for moves. Clear instruction throughout with health and safety instruction provided at the start. First Aid box in LLC.	During all booked sessions	Verbal instruction at the start of all sessions

Trying on Gladiator kit.	Children	Re-enactor	Ensure children are supervised at all times. If in costume, ensure costume is not too heavy and child has supervision. Long tunics to be lifted with a belt to avoid becoming a trip hazard. First aid provision on site, SSOW in place regarding slips, trips and falls and training delivered for on-site team regarding housekeeping.	At all times	Daily checks, training records and H&S manual
Human Remains and sensitive information	Children and Adults	Museum Team	Include warning/information sign outside exhibition that human remains are on display. The display includes skeletons that could upset sensitive people. Staff to be trained to manage people who might become upset. Staff and volunteers to be trained on information in the exhibition content.	During the temporary exhibition	SSOW
Re-enactment Days Handling objects	Children and Adults	Re-enactment team	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.) First aid provision on site. Under 8's to be supervised by an adult.	During all sessions	Verbal instruction
Re-enactment Days Performance	Children and Adults	Re-enactment team	Ensure barriers are around the re-enactment space. Ensure re-enactors are not too close to audience. Where audience participants are recruited, ensure health and safety is communicated to them regarding moves and equipment. Advise re-enactors not to use fake blood.	During all sessions	Daily checks before re-enactment days. Verbal instruction

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where
School Room, Galleries and Lunch Room <i>Hazards in these spaces that are reasonably practicable, such as slippery floors or faults in equipment.</i>	Customers Colleagues Contractors	Duty Officer	Ensures a check of the area is undertaken with regular checks through the day.	Prior to first session and through the day.	Recorded in the Duty Officer log any defects reported to Museum Director Daily checks
		Visitor Operations Manager and Learning Team	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 Daily checks
		Cleaners	Will undertake regular documented cleaning regime	Daily	As per cleaning standards and recorded on daily check sheets
Emergency processes	Customers Colleagues Contractors	Duty Officer	During an emergency, teachers will follow the museum team's instructions and be solely responsible for their group. They will ensure they keep count of their children and are aware of any mobility issues, having highlighted them to the museum team on arrival. They will get the children safely out of the building without putting themselves at risk and follow the team to the evacuation point. Once there they will follow their school's emergency plan in consultation with museum staff.	During an emergency	SSOW and EQMS

<p>Covid-19 (where restrictions are applicable)</p>	<p>Customers Colleagues Contractors</p>	<p>Front of House and Learning Team</p>	<p>Teachers and children will be asked to sanitise their hands on entry. Teachers are encouraged to wear face masks when interacting with museum staff. Schools are asked not to attend the museum if they have cases of Covid in the school or if a child appears unwell. H&S measures in the museum follow up-to-date government guidance.</p>	<p>On arrival at the museum</p>	<p>Advice on school booking information, on website and upon arrival</p>
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