

## Risk Assessment Template

Use this template to document a risk assessment to manage health and safety hazards and risks.

<b>Activity Description:</b> Coventry Transport Museum - General Museum Visit – Learning Department & Community Space		
Assessment Conducted By: L.Ford	Location: Coventry Transport Museum	Date: March 2021

		Severity				
		1	2	3	4	5
Likelihood	1					
	2					
	3					
	4					
	5					

### COVID-19 Measure (overview)

- Capacity has been reduced to two classes onsite per day (maximum of 34 children per class). Both classes must be from the same year group bubble.
- When two classes are onsite at the same time, one will take part in a facilitated workshop, and the other will complete self-led time around the museum. It is encouraged that you divide this group into smaller groups, to allow for easier social distancing with the general public as you move around the museum. Alternatively, you can combine your trip with a second facilitated visit to the Herbert Art Gallery & Museum, at a reduced rate. They will then swap over after a short break/lunch time.
- Adult supervisory ratio is 1 adult to every 10 children. A minimum of 3 adults must attend per class.
- Self-led visits are no longer possible to avoid too many children onsite at any one time (self-led time around the galleries will be timetabled in as part of facilitated visits).
- Museum staff will maintain social distancing from the class at all times, in line with government guidelines.
- All museum touchpoints and workshop resources will be disinfected by museum staff after use.
- Museum Learning Officer will wear a face shield during the delivery of workshops.
- All adults and Secondary school children must wear a face mask while inside the museum.

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk <small>After additional control measures</small>		
			S	L	RRN		S	L	RRN
<b>COVID-19</b>									

Hazards	Who & How Might People Be Harmed?	Existing Control Measures in Place	Current Risk			Additional Control Measures	Residual Risk After additional control measures		
			S	L	RRN		S	L	RRN
Potential lack of ventilation in learning spaces	Children & adults	<p>Reduced group sizes on a daily visit</p> <p>Reduced size groups when the workshop is being delivered</p> <p>Air conditioning units not to be used – this has been clearly marked</p>	4	4	8	<p>Blitz classroom lacks adequate ventilation possibilities, therefore the Blackout, Rationing, and Evacuees workshop will be delivered in the Community learning Space</p> <p>Introductory talk will take place in the breakout space, rather than in the lunch room.</p>	3	3	6
Proximity to other visitors and museum staff	General public & school groups	<p>Reduced number of groups onsite each day.</p> <p>Groups should be divided into smaller groups when moving around the museum on a self-led basis.</p> <p>School groups to maintain a reasonably close proximity as they travel through the museum, to help guide children away from other visitors.</p> <p>All children must be from the same school bubble.</p> <p>Museum Staff will maintain a distance of 2m from the school bubble.</p>	3	3	6	All adults and secondary school pupils to wear face masks/shields when visiting the museum.	2	2	4

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Use of resources during workshops	Children and adults	<p>Resources selected for their ability to be sanitised after use (either through disinfectant spray or steam in the case of blackout fabrics)</p> <p>2 sets of resources will be made available, one for the morning group, and one for the afternoon group</p> <p>Any handling objects that are unable to be cleaned will be on display, so that children can still enjoy seeing them</p>	2	2	4	<p>When two groups are visiting on the same day they must be from the same year group bubble.</p> <p>When only one group is booked onsite, no other group will be booked for that same day, to allow time for deep cleaning of all resources between groups.</p>	1	1	2
Spread of germs – touch points	Children and adults (& members of the public in the community space)	<p>All touch points (door handles, chairs, tables, toilets, sinks, etc) will be disinfected before and after each workshop/lunchbreak by museum staff.</p> <p>Regular handwashing encouraged.</p> <p>School group has access to their own set of toilets in the learning department.</p> <p>Children &amp; teachers asked to use hand sanitizer before and after each workshop.</p>	2	2	4				

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<b>GENERAL HAZARDS</b>									
Heavy fire doors connecting learning spaces to public areas - risk of entrapment.	Children and adults (& members of the public in the community space)	Self-led groups are made aware of the hazard at point of booking and told to refrain from using students to operate connecting doors I.e. door should not be held open by students to allow classes to pass through. This information should be re-iterated during orientation/induction talks.  All team members, volunteers and visitors made aware of the door weight and to handle with care.	2	4	8	Installation of finger guards.  Reduction of closing speed.	1	1	2

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Walking around the Museum - Trip hazards, including uneven floors, rope barriers, wet floors & exhibits.	All participants – trips & slips	<p>Meet &amp; greet upon arrival.</p> <p>Visitors asked to be mindful of potential hazards (uneven floors, rope barriers, low lit spaces) and not to run or step over barriers.</p> <p>Clearly marked routes.</p> <p>Signage for wet floors.</p> <p>Signage in place for low lit areas (eg Blitz experience).</p>	2	2	4				
Stairs & lifts	All participants - falls	<p>Lifts regularly maintained.</p> <p>All stairs have handrails.</p> <p>Stairs are kept free of obstacles.</p> <p>Visitors encouraged to walk not run.</p>	3	1	3				
Fire	All participants – risk of being trapped in a fire	<p>Meet &amp; greet upon arrival detailing evacuation procedures and meeting point.</p> <p>CTM fire evacuation procedures in place. Regular drills.</p> <p>Clear exit points maintained and pathways kept clear,</p>	5	1	5				

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		<p>Both exits to learning pods unlocked when using those spaces.</p> <p>Schools / groups to be handed fobs with fire evacuation procedure points and informed of fire evacuation verbally.</p>							
Lost children – child separated from rest of group	Children	<p>CTM Lost Children procedure.</p> <p>Radio contact between all front of house Museum staff.</p> <p>Meet &amp; Greet upon arrival to explain helpful points of contact.</p>	2	1	2				
Exhibits, displays & Shop – risk from falling exhibits	All participants – impact/collision with displays	<p>Exhibits roped off clearly by barriers.</p> <p>Stable display stands utilised.</p> <p>Safety glass in display cases.</p> <p><u>Meet &amp; greet upon arrival, visitors asked to be mindful of exhibits and not to touch exhibits and climb over ropes etc.</u></p> <p>In some areas groups are advised to split into smaller numbers to reduce risk. (Shop)</p>	2	2	4				

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Thrust SSC simulator ride.	All participants – falling from simulator, adverse reaction to simulator	<p>Procedure explained by Museum staff beforehand.</p> <p>Safety measures in place - seat belt must be worn, bags and coats placed in a secure area away from seats.</p> <p>Special provisions have been made for wheelchair users.</p> <p>Must be over 1.07m (3'6") and aged 4 or over to ride the simulator.</p> <p>Children aged under 8 must be accompanied by an adult.</p> <p><u>Please do not ride the Simulator if:</u></p> <p>You are pregnant or presumed pregnant,</p> <p>You suffer from motion sickness, epilepsy, heart or back problems, spinal or skeletal defects or any other physical conditions which means it is unsafe to sit in a moving seat.</p>	2	2	4				

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		<p>Trained member of staff with simulator ride at all times.</p> <p>Secured area.</p> <p>Emergency stop button.</p>							
Lighting – some areas of low lighting	All participants – trips & falls	<p>Regular safety checks.</p> <p>Museum staff covering areas.</p> <p><u>Meet &amp; greet upon arrival, visitors are informed of low lit areas in the building.</u></p>	1	2	2				
General public	Children – risk from other adults e.g. abduction, abuse	<p>Museum staff and Learning team are DBS checked where appropriate.</p> <p>Teachers / accompanying adults to remain with their groups at all times.</p> <p>Signage regarding adult supervision in place in activity areas.</p>	5	1	5				



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		<p>Safeguarding Children &amp; Vulnerable Adults Policy in place, including staff code of conduct.</p> <p>Museum Assistants on patrol in galleries.</p> <p>Working CCTV throughout the Museum.</p>							
Medical Emergency	All participants - injury or illness	<p>Qualified First Aiders usually on site.</p> <p>School groups / community groups (child minder, home-ed groups) advised to bring their own first aider and advise Learning Team regarding any illness in group.</p> <p>First Aid boxes in easily accessible places.</p> <p>Radio contact between all staff. Radio codes known.</p>	2	2	4				
general craft materials and equipment e.g. glue, paints and scissors	All, but particularly children through ingestion/cuts	<p>The use of materials and equipment will be explained to participants before activity commences.</p> <p>Any additional supervision will be determined in advance.</p> <p>The COSHH safety guidelines for any materials used will be</p>	1	2	2				

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		<p>checked in advance. <u>Materials will be child friendly and non-toxic.</u></p> <p>Participants will be encouraged to wash their hands after use of general craft material.</p> <p><u>Children to be supervised by their accompanying adults at all times.</u></p>							
Handling objects and activity materials (during learning sessions)	All participants – cuts, splinters, impact if dropped, trapped fingers, trips	<p>Learners are given clear instructions on handling objects.</p> <p>Particular emphasis is placed on handling certain objects (e.g. the shrapnel) carefully &amp; safely. Objects have been made safe for handling (e.g. Gas Mask).</p> <p>Museum Learning staff will be present at all times during handling sessions.</p> <p>Any loose parts kept in trays and children asked to keep working areas tidy.</p>	3	1	3	Handling objects and activity materials checked on a regular basis for any damage or loose parts.	2	1	2
Small loose parts in activity materials (e.g. magnets, metal and bouncy balls, K'NEX, pen lids)	Children - choking	<p>Children supervised by teachers / accompanying adults at all times and reminded not to put anything into their mouths.</p> <p>Signage in place.</p>	5	1	5				

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		First aider in place.							
Risks specific to Blitz Experience gallery – flashing lights loud noises	All participants, particularly those with sensitivity to flashing lights or loud noises	<p>Learners are warned before entering of flashing lights, loud noises &amp; darkness.</p> <p>Signage regarding the above is in place at entrance point to the Blitz experience.</p> <p>An alternative route is available which avoids the Blitz experience. This will be pointed out. Signage is in place.</p>	2	1	2				
Risks specific to Evacuee Experience session in Blitz classroom	All participants – limited space in blitz classroom, dazzling from torches & LEDs, strains from lifting	<p>Maintain clear walkways through the room.</p> <p>Belongings to be placed in designated area.</p> <p>Table numbers should remain at a max of 5 children per table.</p> <p>Children advised not to look directly at lights from torches and LEDs.</p>	2	2	4				

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		Asked to work in pairs to lift and carry resources safely.							
Risks specific to Victorian Cycles session – climbing on/off Victorian cycle, bikes falling over, activity stations, use of scooters	All participants – falls, impact with cycles, eye injury from newton's cradle	<p>When studying the cycles, learners will be instructed to stay a safe distance from the cycles. Cycle stands used and tension barriers in place. Adult to hold on to cycle if a child is invited to touch it and advised to mind heads.</p> <p>Scooters are only to be used by children between the ages of 5-12 years old, as recommended by the manufacturers. However, no maximum weight recommendations were made. Scooters are to be used at low speed, to increase the child's ability to stop. The scooter activity will take place in a size limited space to encourage appropriate behaviour. The scooter activity will be overseen by a member of school staff, to ensure children are behaving sensibly. The activity will take place in small groups and away from peers to encourage sensible behaviour.</p>	2	2	4	<p>Floors kept clean and dry and free from debris. A wet floor sign should be used when the floor is wet.</p> <p>Before using the scooters, children must wear: helmets, knee and elbow pads, as advised by the manufacturers. Children should take turns to 'scoot' along the floor and ribbed rubber matting. No more than 2 scooters should be available at any one time.</p>	1	2	2

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		<p>Safety specs to be made available for children to wear with the Newton's cradle activity.</p> <p>Learners will be instructed on the safest way to mount &amp; dismount the tricycle (old style learning session only). A member of the Learning Team will be present and able to assist at all times.</p>							
Risks specific to storytelling session	Children – reaction to washing powder used to wash costumes	Only Non-biological detergent used to wash dress up costumes. Costumes only worn over top of clothing.	1	1	1				

### Submission

I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Assessor Sarah Hayball	Signature <i>L.Ford</i>	Date 22/03/2021
Line / Event Manager F.Ranford	Signature <i>F.Ranford</i>	Date 23/03/2021

Indicate others involved in the preparation of this risk assessment.

Sarah Hayball – Original input

Simon Hayes – Reviewed RA

### Monitor and Review Controls

Complete during and / or after the activity.

Yes	No
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Are the planned control measures sufficient and effective in minimising the level of risk?

<input type="checkbox"/>	<input type="checkbox"/>
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Have there been any changes to the planned control measures?

<input type="checkbox"/>	<input type="checkbox"/>
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Are further control measures required in future?

<input type="checkbox"/>	<input type="checkbox"/>
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Details

Review completed by - Name

Signature

Date