



Risk Assessment Guidance for School Visits

Crich Tramway Village endeavours to provide a safe environment for schools to learn outside the classroom. However, due to the nature of the museum and its site there are a number of hazards that visiting schools will need to be aware of and manage. In our experience mishaps are mostly slips, trips and falls where children are running or rushing. It is vital that children are adequately supervised at all times whilst on the Museum site and that teachers have appropriate systems and procedures in place, for example, what a child needs to do if they become separated from their group.

We strongly advise that all schools take advantage of a free pre-visit to carry out a risk assessment. Every group is different and we can only provide generic guidelines to help you develop your own risk assessment.

Attached is our generic risk assessment for schools. If you are participating in a Museum led session during your visit separate, specific risk assessments are available. If you require one of these, need any assistance with your risk assessments or have any specific needs please call the Learning Department.

| No | Potential Hazard | Degree of risk | | | Existing Control Measures | Action required | Risk Level | | | Comments |
|----|--|----------------|-----|-------|---|---|------------|-----|-------|----------|
| | | L | C/S | Total | | | L | C/S | Total | |
| 1 | Uneven surfaces. Possibility of slips and trips | 2 | 2 | 4 | Schools information sheet – no running. Teacher control Supervision | None | 1 | 2 | 2 | |
| 2 | Moving vehicles | 2 | 2 | 4 | Warning bells | Care when crossing – look and listen | 1 | 1 | 1 | |
| 3 | Fire | 1 | 5 | 5 | Fire exits marked. Fire alarms. Evacuation procedures. | Ensure participants know escape routes. Staff aware of evacuation procedures. | 1 | 2 | 2 | |
| 4 | Boarding, alighting and travelling on tramcars. Possibility of trips and slips | 2 | 2 | 4 | Instructions from driver and conductor. Schools information sheet – no running. Teacher control Supervision | None | 1 | 2 | 2 | |
| 5 | Lost children | 1 | 3 | 3 | Teacher supervision. Manageable groups. Schools own procedures | None | 1 | 1 | 1 | |

Key: L = Likelihood, C/S = Consequence/Severity

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Date review carried out.....January 2020..... By (signature)..... *Jan Barratt*...