



RISK ASSESSMENT: EDUCATION VISIT

– Museum, Walled Garden & Outdoors

Norton Priory is a safe and healthy environment to visit and all of our activities are risk assessed. This Risk Assessment is available for schools to use in planning their visit, but we would strongly recommend that teachers undertake their own risk assessments.

Risk Assessment includes

- Indoor and outdoor self led visits (including Walled Garden)
- Sessions in the Clore Education Room including Work & Play, Rub a Dub Dub, Toys & Noise, Tudor Lives, Meet the Canons, and any other school or group session delivered by NP staff.
- Quills & Thrills and Introductory Talks, Tiles, etc
- Sessions at the Museum site, led by staff, including Early Years Garden and Sensational Sculpture
- Sessions at the Walled Garden, including Home Front, Victorian Gardener, Beastly Business, Water Detectives, Plant Life, and any other school or group session delivered by NP staff.
- Woodland Trail and Tall Tales

Where activities take place outdoors in the grounds, regard should be given to weather conditions, slippery surfaces and potential allergies to plant and animal material. There are a number of areas of water around the site and particular caution should be taken around these. There is a canal that forms the southern border of the site and this area should be approached with extreme caution. For any visits involving outdoor activities, it is strongly recommended that students and teachers wear sturdy footwear.

Supervision

We recommend the following ratio of adults to children (adults within this ratio are admitted free of charge).

- 1:6 for under 5s and Key Stage 1 (age 5 – 7)
- 1:10 for Key stage 2 (8 -11)
- 1:15 for Key stage 3 upwards (11 +)

Early Years and Primary groups must have at least one adult for every 10 children. Teachers, group leaders and helpers will be required to supervise children at all times during their visit and we reserve the right to refuse admission to groups which do not have adequate supervision.

Please remember that Norton Priory is open to other visitors and groups and that you are responsible for your group's behaviour. Please take care not to touch objects and cases in the museum or plants in the gardens. The Priory ruins are particularly fragile and are not safe for walking on.

RISK ASSESSMENT

Location / Task: Education sessions for groups. Whole site.

Assessor: Allison Kirk			Reviewer: Allison Kirk								
Assessment Date: 20/12/2011			Review Date: Ongoing								
Hazard	At Risk	Existing Controls	Risk Evaluation L x S = R			Action Required	Due Date & Person Responsible	Signed Off	Residual Risk Evaluation L x S = R		
			L	S	R				L	S	R
Injury whilst In car park, disembarking and embarking on coaches or other transport	All users	Coaches can pull in and park safely to side of car park, close to entrance gate	1	3	3	Students/participants to be supervised by own teachers/carers – no running	Supervisor of the group	AK	1	2	2
Pathway to Museum – Possibility of slipping into/on Pond area and slippery paths	All users	Deep water signs positioned, path checked regularly by staff. Pond area clearly marked	1	2	2	Keep paths cleared particularly during bad weather eg. Ice. NP staff on duty to monitor conditions	Teachers/carers to supervise children/users.	AK	1	1	1
Museum entrance Small area - overcrowding	All users	Reception staff to bring group further inside museum - verbal warning	1	1	1	Students/users to be supervised by own teachers/carers. Adequate supervision ratio	Teachers/carers and NP staff with group	AK	1	1	1

Toilets – slippery floors when wet and children/users in contact with other museum users	All users	Cleaned every day, slippery floor signs put out when necessary. Good housekeeping standards to be maintained by cleaning and other No staff	1	1	1	School/carer to supervise all visits to toilet areas. Schools/groups are advised to bring male and female helpers with mixed sex classes/groups	Supervisor of group. NP staff to monitor cleanliness and floor.	AK	1	1	1
Fire risk throughout all buildings	All users	Staff trained in emergency procedures Fire exits clearly signed Assembly points in Museum car park and outside yard at Walled Garden All fire exits unlocked - free of blockages	1	3	3	Update training regularly and keep emergency evacuation areas free from obstacles. Regular monitoring by all staff and users.	All staff	AK	1	2	2
Museum Gallery - Tile floors slippery when wet and cold inside during winter.	All users	Hazard signs in place if floors slippery. Teachers/group leaders warned to wrap up warm. Verbal warning – no running	1	2	2	Wet floor signs put up if slippery and floors mopped. Groups warned about the cold weather and need for appropriate clothing.	All staff & group leaders and teachers to supervise.	AK	1	1	1

Entrance to Undercroft – ramp or steps may be slippery.	All users	Ramp has ridges on it to prevent slip Verbal warning	1	2	2	Staff to monitor during the day, users asked to take care, slippery floor signs to be used if necessary.	All staff and group leaders advised to supervise. No running warned.	AK	1	1	1
Inside Undercroft - Tile floors, Uneven floor surfaces – trip hazard, Uneven steps – trip hazard	All users	Hazard signs in place if floors slippery Verbal warning – no running. Notice boards in place.	1	2	2	Group leaders to supervise and NP staff to monitor seasonally & daily and place signs/clean areas if necessary.	All staff and group leaders to supervise	AK	1	1	1
Exit onto Priory Ruins – Steps, Uneven surfaces, Ramped access may be slippery, Loose stone	All users	Sensible use i.e., no running, climbing advised. Designated pathways Moss to be cleared from ruins, steps etc. Ramp has ridges on it to prevent slip. Advise visitors of the areas where there is loose stone or if weather makes area more at risk.	1	2	2	Group leaders to supervise. NP staff to monitor according to weather conditions, area sign posted/cones displayed or access denied if unsuitable for access by visitors.	All staff and group leaders to supervise.	AK	1	1	1

Steps to viewing gallery – steep, winding and slippery when wet. No disabled access.	All users	Use handrails where appropriate Sensible use i.e. no running, climbing Verbal warning given.	1	2	2	Area roped off for visitors if weather conditions make the area unsuitable for use. Students to be supervised by own teachers Adequate supervision ratio	All staff and group leaders to supervise.	AK	1	1	1
Walled Garden - Bee Nest/swarms, Cobbles, Tools around the garden, Vegetation in Walled Garden/woods, Insect bites /stings	All users	Signs posted warning about presence of bees, Staff to ensure free of moss/vegetation Verbal warning, Verbal instructions by museum staff Ensure gardeners keep site tidy with tools closely supervised PLEASE NOTE VOLUNTEER GARDENERS ARE ON SITE Mon & Tues. Signs posted about any common irritants. Take advice from first aider. Verbal warning	1	2	2	Verbal warnings given, areas monitored accordingly, signs kept up to date and visible. Teachers/leaders asked to supervise Class teacher should warn the Museum if any pupils have allergies/ asthma/hay fever. If teachers are aware of particular allergies, they should inform the museum and bring anything that may be required on the visit..	All staff and group leaders.	AK	1	1	1

General: Inclement weather – extreme hot or cold conditions	All users	Shelter/wet weather options provided where possible. Ensure students appropriately dressed/equipped e.g. water. Areas adequately ventilated or heaters provided.	1	2	2	Schools warned to be aware of predicted weather conditions and have children dressed accordingly. Eg. Sun screen, hats, water, scarves, gloves and coats where appropriate. Should an accident or illness arise during the visit, a member of staff should be informed. A First Aider will then attend. First Aiders are not allowed to dispense any medication, so teachers should bring anything that may be required on the visit.	All staff and NP, teachers or group leaders supervising.	AK	1	1	1
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Norton Priory Staff led Sessions:

Hazard	At Risk	Existing Controls	Risk Evaluation L x S = R			Action Required	Due Date & Person Responsible	Signed Off	Residual Risk Evaluation L x S = R		
			L	S	R				L	S	R
Trips, falls, collisions causing injury	All Users	Warnings & supervision of group	1	1	1	Teachers & group leaders asked to supervise, NP staff to warn advise group.	NP staff with group & teachers or group leader	AK	1	1	1
Practical craft sessions e.g. Quills & Thrills Ingestion of materials, getting in eyes, scissors	All users	Ensure hands are washed after workshop Safety scissors used Supervision child friendly materials (eg. Clay, inks, paints, glue used)	1	1	1	Students to be actively supervised by own teachers. Clear instructions given. Age & ability appropriate activities selected for groups and sessions.	NP staff with group & teachers or group leader	AK	1	1	1
Handling objects/artefacts e.g. Tudors & Canons Dropping heavy items on foot, Ingesting herbs	All users	Careful handling of objects to avoid dropping, wash hands after handling herbs, activities controlled to avoid overcrowding and confusion	1	1	1	Students to be actively supervised by own teachers. Clear instructions given. Age & ability appropriate activities selected for groups and sessions. Use of heavy items controlled and kept to a minimum.	NP staff with group & teachers or group leader	AK	1	1	1

Costume sessions e.g. Work & Play, Tudors & Canons - Trip over long clothing	All users	Children need to listen carefully to instructions Careful contact with children, always teachers/group leader present	1	1	1	Students to be actively supervised by own teachers. Clear instructions given. Age & ability appropriate activities & clothing selected for groups and sessions.	NP staff with group & teachers or group leader	AK	1	1	1
Work & Play, Victorian washing sessions - Dropping heavy items on foot, poking someone, allergy to carbolic, fingers trapped in Mangle	All users	Mangle not to be used without supervision. Supervised use of irons and other heavy items Provide gloves for handling carbolic if necessary	1	1	1	Constant supervision, larger groups split into smaller ones for more effective supervision. Age and abilities of group taken into account. Group leaders and Np staff to supervise activities	NP staff with group & teachers or group leader	AK	1	1	1
Beastly Business, Early Years Garden, Victorian Gardener & Plantlife. Get Growing - Handling of compost/Soil, ingestion of soil, contact with plant materials	All users	Clear instructions given before task begins Hand washing afterwards. Child friendly activities and equipment used. Group leaders to advise as to allergies and carry appropriate medication etc for any at risk child.	1	2	2	<i>School can provide gloves for students</i> Cuts or breaks in the skin should be covered suitably before arriving on site. <i>Students to be actively supervised by own teachers</i>	NP staff with group & teachers or group leader	AK	1	1	1

Beastly Business & Water Detectives - Handling plant materials, Insects, risk of stings, bites etc	All users	Clear instructions given before task begins Hand washing afterwards. Child friendly activities and equipment used. Group leaders to advise as to allergies and carry appropriate medication etc for any at risk child. Cuts or breaks in the skin should be covered suitably before arriving on site.	1	2	2	Small groups, an adult to supervise each smaller group. Teachers/group leader to supervise. Clear instructions given by NP staff. Age and ability of group taken into account and activities altered accordingly Warning not to ingest anything Hand washing Avoid touching insects directly. School may provide gloves if they deem it appropriate. Advised not to ingest anything	NP staff with group & teachers or group leader	AK	1	1	1
Water detectives – proximity to water.	All users	Only dip from platforms provided Other students to be kept in area away from water Close supervision, clear instructions given. Safety equipment nearby if rescue if required.	1	2	2	Split group into smaller groups with adult supervision. Age and ability appropriate activities chosen. Teacher/group leader must supervise group. School may provide gloves if appropriate and cover cuts and grazes. Action taken to avoid WEILs disease.	NP staff with group & teachers or group leader	AK	1	1	1
Hands-on activities e.g. Tall Tales, Work & Play, myths and legends and any other session - Trips, falls, collisions, minor injuries eg cuts	All users	Warnings, supervision given, clear instructions provided	1	1	1	Keep groups to small numbers and must be actively supervised by teachers/group leaders	NP staff with group & teachers or group leader	AK	1	1	1

Home Front Activities - Use of sand, soil and compost, use of knitting and sewing needles, scissors, Use of stirrup pump, Ration Basket – food allergies etc, use of ice house – enclosed space	All users	Clear instructions given before task begins, Careful use/handling of objects use of blunt needles and child friendly scissors, Close supervision Hand washing, children warned not to eat any of the food.	1	1	1	Careful supervision of use by Museum staff/volunteers Cuts or breaks in the skin should be covered suitably before arriving on site. Students to be actively supervised by own teachers. Any child sensitive to small enclosed areas to be kept at the back of the ice house, near door.	NP staff with group & teachers or group leader	AK	1	1	1
Trails around site e.g. Sensational Sculpture & Woodland Trail – Vegetation, Uneven surfaces & slippery paths	All users	Designated pathways Moss to be cleared from ruins, steps etc. Signs posted about any common irritants Verbal warning to take care	1	1	1	Teachers and group leaders to give warnings. Class teacher/ group leader should warn the Museum if any pupils have allergies/ asthma/hay fever if in the garden or doing other outdoor activities	NP staff with group & teachers or group leader	AK	1	1	1

RISK ASSESSMENT KEY

Likelihood

Probable = 3
Possible = 2
Unlikely = 1

Severity

Fatality = 3
Serious Injury/Time lost = 2
Minor Injury = 1

Likelihood x Severity = Risk Ranking

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.