

### Notes for Writing a Risk Assessment

It is the responsibility of schools to write a risk assessment; these notes are designed to assist, not replace, that task. We recommend a familiarisation visit.

### The School's Responsibility

- Pupils always remain the responsibility of the teacher.
- Ensure accompanying adults are aware of the schedule, responsibilities, and hazards.
- The adult to pupil ratio is at least:

*1:2 for pupils between the ages of 0-2*

*1:6 for pupils between the ages 3-7*

*1:8 for pupils between the ages of 7-11*

*1:15 for pupils aged 11+*

- The Museum has First Aid Kits, but administration of First Aid is the responsibility of schools.
- The school will be responsible for any damage to Museum property caused by pupils or staff.

### General

- Education Department staff and volunteers are DBS cleared and all staff are trained in our Safeguarding Children & Vulnerable Adults Policy and Procedures (available on request).
- We have a lost child procedure in place.
- The Museum meets all the mandatory and statutory regulations and is designed for purpose.
- The Museum carries out risk assessments to identify and deal with potential hazards.
- A member of the team will explain the evacuation procedures on arrival.

### On Arrival

#### Hazards

- Mill Meadows is a public car park and has a children's play area, nursery and housing.
- Pupils need to cross the Museum car park on arrival and exit.
- Ramp and steps to the entrance can be slippery.
- The toilets are shared with members of the public.

#### Actions

- Please take care on your approach to the Museum.
- Buses should park in allocated spaces.
- Pupils should be supervised when crossing the car parks and entering the Museum.
- Pupils should be accompanied to the toilets.

### In the Galleries

#### Hazards

- There are glass cases and objects on open display.
- The Greek Trireme (Rowing Gallery) is an interactive exhibit with low head height and steps.

- Museum handling objects.

#### Actions

- Pupils should walk and not run.
- Pupils should always be supervised, especially on the Trireme and other interactives.
- The Museum will take care to ensure the artefacts are safe to handle.
- Please wash hands after time in the galleries.

#### **In the Event of an Emergency**

- Minor Injuries: Townlands Community Hospital, York Road, Henley on Thames, RG9 2EB.
- Accident & Emergency Hospital: Royal Berkshire Hospital in Reading.
- Police Station: 4 Greys Road, Henley on Thames, RG9 1RY. 0845 850 5505.
- Ambulance Directions:
  - If you are closest to the Museum, use the Museum address: Mill Meadows, RG9 1BF
  - If you are closest to the lock, direct ambulances down Reading Road onto Mill Lane, RG9 4HB
  - If you are closest to Henley Bridge, direct ambulances to Thameside, RG9 1BH.