

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 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.

Actions

- Pupils should walk and not run.
- Pupils should always be supervised, especially on the Trireme and other interactives.

Teaching Spaces

Hazards

- Materials and equipment used for experiments and creative activities.
- Museum handling objects.

Actions

- Equipment and materials are chosen for their safety and suitability for the ages of pupils that use them. Please advise us of any relevant allergies.
- Care should be taken with experiments that involve water to avoid spill and slip hazards.
- The Museum will take care to ensure the artefacts are safe to handle.
- Please wash hands after workshops, walks and time in the galleries.

Walk By River

Hazards

- Access to and from the river is via Museum & public car parks.
- The towpath can be busy with members of the public, including dogs, pushchairs & bikes.
- The footbridge before the lock has wide gaps between the top and middle handrails and small gaps between the planks underfoot.
- The footbridge can be slippery.
- The weir is noisy.
- The towpath can be slippery with water or bird poo and may have debris such as sticks.
- There is a narrow footpath adjacent to a road.

Actions

- A member of the team will give a safety talk before leaving the Museum.
- Everyone should stay on the tarmac footpaths and keep to one side.
- Pupils should be supervised at all times.
- Anyone sensitive to noise should be warned and monitored.
- There are life buoys at strategic points along the walk.
- Pupils should stay within the designated public areas behind the barrier at the lock.
- We advise accompanying adults to wear high-visibility jackets.

We will provide a separate risk assessment from Hobbs for schools going on boat trips.

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.