

RISK ASSESSMENT

Department: Education	Serial No: TMED0004	Date: 15/02/2018
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Activity/Situation: Below is a general risk assessment for use by school groups visiting the Tank Museum.

Museum staff are present in the display halls at all times to provide guidance and answer queries but it is the responsibility of school staff to ensure that students are supervised at all times. We recommend a ratio of:

- Primary: 1 adult to 6 pupils
- Secondary: 1 adult to 10 pupils.

We strongly recommend that teaching staff carry out a visit to the Museum before the school trip, to familiarise themselves with the Museum and identify any hazards that are specific to their pupils. We appreciate that this isn't always possible, so if you have any questions we're happy to help. Please contact the Education Team by email: education@tankmuseum.org or by telephone: 01929 405096 and press option 6.

Risk assessments for specific workshops can also be provided on request.

Conducted By: Claire Cooper, Education Officer	Line Manager: Sarah Lambert, Exhibition Manager
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Signature:	Signature:
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Step 1 Identify the Hazards and Potential Harm	Step 2 Who Might be Harmed	Step 3 Existing Control Measures	Step 4 Risk Score & Rating (Table 1)	Step 5 Additional Controls Required	Step 6 New Risk Score & Rating	Step 7 Risk Owner (Name and Date)
1. Child protection. Risk to children resulting from contact between Museum staff and volunteers.	Children Young People	All members of the Education Team staff and volunteers have been submitted for DBS checking. All members of the Education Team are trained in the Museum's child protection policy, and this training is updated annually. No Tank Museum staff member and volunteer will ever be left alone with an individual child without a member of school staff present.	Risk Rating Calculation 1 X 5 = 5 Low Risk		Risk Rating Calculation ? X ? = ? Select Rating	Education Officer HR Manager

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<p>2. Child protection. Risk to children resulting from contact between students and members of the public.</p>	<p>Children Young People</p>	<p>School groups to be supervised by school staff at all times including visits to shop, café and lavatories.</p> <p>We recommend a ratio of 1 adult to every 6 pupils at Primary level, and 1 adult to every 10 pupils at Secondary level. There should be at least two adults with each group.</p> <p>Lost child: Should a child become lost whilst in the Museum the Education Team will activate our lost child procedure until the child is located.</p> <p>Prior to the visit schools should ensure each child is aware of their group leader/nominated adult and the importance of staying with their group at all times.</p>	<p>Risk Rating Calculation 1 X 5 = 5 Low Risk</p>	<p>Additional Controls as Follows:</p>	<p>Risk Rating Calculation ? X ? = ? Select Rating</p>	<p>Education Team School Staff</p>
<p>3. Fire</p>	<p>Children Young People Teaching Staff</p>	<p>When the fire alarm is activated, members of Museum staff will ensure that school staff and students leave the Museum by the nearest marked fire exit and proceed to one of two muster points (Outside the Vehicle Conservation Centre, or behind the Museum).</p> <p>School staff will be responsible for conducting a roll call and will notify Museum staff of any missing group members. The Education Team will liaise with them to determine how many students are gathered at each muster point.</p> <p>Museum staff will conduct any necessary searches.</p> <p>Members of any school group will under no circumstances re-enter the Museum until any potential fire or other emergency has been dealt with and permission to re-enter has been given by the Museum duty manager.</p>	<p>Risk Rating Calculation 1 X 5 = 5 Low Risk</p>	<p>Additional Controls as Follows:</p>	<p>Risk Rating Calculation ? X ? = ? Select Rating</p>	<p>Education Team School Staff</p>

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<p>4. Traffic in car park and Museum environs. The Museum car park is frequently busy and an access road used by visitors and users of adjacent facilities runs past the entrance.</p>	<p>Children Young People Teaching Staff</p>	<p>Coaches/mini-buses can park at the front of the Museum close to the entrance for short periods to drop and pick up groups, before moving to the designated coach parking.</p> <p>If school groups are using own transport and wish to use the Museum car park, students must be escorted by teaching staff the short distance from the car park to the Museum.</p> <p>There is a 20 mph speed limit on the road that passes the Museum entrance.</p>	<p>1 x 4 = 4 Low risk</p>			<p>School Staff</p>
<p>5. Injury from trips/falls inside the Museum.</p>	<p>Children Young People Teaching Staff</p>	<p>Some areas of floor surface within the Museum are uneven, particularly in the junction areas between display halls.</p> <p>Students are instructed by the Education Team at the start of their visit that they should not run inside the Museum. School staff are responsible for reinforcing this message during the visit.</p> <p>Additionally, after cleaning or in wet weather, some surfaces may become wet.</p> <p>Wet surfaces will be clearly mopped and marked as required by Tank Museum cleaning staff.</p>	<p>1 x 3 = 3 Low risk</p>			<p>Education Team School Staff</p>
<p>6. Injuries from collisions/contact with vehicles in display halls.</p>	<p>Children Young People</p>	<p>Students are instructed not to run and to be aware of potential hazards in the environment at the start of their visit. School staff are also responsible for reinforcing this message during the visit.</p> <p>In some places display spaces are crowded with narrow access corridors between vehicles. Vehicles also have protruding parts such as barrels, mudguards, etc. Students should follow the designated paths at all times and not attempt to pass through narrow spaces.</p>	<p>1 x 3 = 3 Low risk</p>			<p>Education Team School Staff Warden Team</p>

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7. Falls from height. Lunch Area/Balcony area in Tank Story Hall.	Children Young People	Students to be supervised at all times by school staff, and forbidden to climb or lean over balcony in this area. Signs advise all visitors not to climb on the balcony.	1 x 5 = 5 Low Risk			Education Team School Staff
8. Potential allergic reactions. Resulting from contact with diesel, oil, etc, craft materials; e.g. clay, glue, paint. Asthmatic reactions to dust, fumes, etc, present when vehicles running.	Children Young People Teaching Staff	School staff are responsible for making the Education Team aware of any known pupil allergies prior to the visit. Spillages of fuel, lubricants, etc will be cleared up by Tank Museum staff. Vehicle halls will be kept well ventilated when vehicles are running to prevent fume build-up.	1 x 3 = 3 Low Risk			Education Team School staff Workshops Team
9. Falls from height. Falls from top of vehicles, during activities supervised by the Education Team.	Children Young People Teaching Staff	Chieftain Tank workshop. Education Team will provide students with suitable safety helmets during the activity. They will advise students as to the correct way to access and exit the vehicle, and monitor students as they do so. There is a minimum height restriction of 1.25m. Teaching staff are asked to advise children to wear suitable clothing before they visit the Museum. Flat shoes and trousers are recommended. Should clothing or height be deemed unsuitable, Education Team will not allow access to the vehicle.	1 x 5 = 5 Low Risk			Education Team School staff
10. Falls from height. Falls from top of vehicles or displays, during activities unsupervised by the Education Team.	Children Young People	Students are instructed by the Education Team at the start of their visit that they should not climb on vehicles or displays during 'self-guided' time. Teaching staff are also responsible for reinforcing this message during the visit.	1 x 5 = 5 Low Risk			Education Team School staff

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<p>11. Risks associated with entering/exiting vehicles and displays. Slips and trips, injury to head and body parts.</p>	<p>Children Young People Teaching Staff</p>	<p>Chieftain Tank and First World War Tank Experience Workshop.</p> <p>The Education Team will advise students as to the correct way to access and exit the vehicle, and monitor students as they do so.</p> <p>Once inside the vehicle, students are advised not to touch items without permission. All moving parts identified as hazardous are secured.</p> <p>Students must remain seated throughout the activity.</p> <p>A member of teaching staff must be present with the group during the First World War Tank Experience activity, and are also responsible for reinforcing the instructions given by the Education Team if necessary.</p>	<p>1 x 4 = 4 Low Risk</p>			<p>Education Team School staff</p>
<p>12. Loud noises. Distress caused by loud noises in exhibitions or as part of workshop activities.</p>	<p>Children Young People</p>	<p>Education Team will liaise with school staff prior to the visit to determine if there are any children who may find loud noises distressing.</p> <p>The Education Team will warn children before using equipment such as air raid sirens, and allow them to leave the room with a member of teaching staff if necessary.</p> <p>A pre-visit is recommended to allow teachers to familiarise themselves with noise in the exhibitions.</p>				<p>Education Team School staff</p>

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13. Injury from handling Museum artefacts or deactivated weapons , during activities supervised by the Education Team.	Children Young People	The Education Team are trained in how to handle collections items, and how to instruct children in handling collection items. The Team will give instructions for handling items at the start of every session and ensure guidelines are adhered to throughout. Teaching staff are also responsible for reinforcing these instructions if necessary.	1 x 4 = 4 Low Risk			Education Team
14. Injury from use of play areas inside and outside the building.	Children Young People	We request that school groups do not use the play area outside the building, as this has an impact on other visitors to the Museum. The soft play area inside the building is not age appropriate for school groups. The Education Team will state this on all timetables. Teaching staff are also responsible for reinforcing this message during the visit.	2 x 2 = 4 Low Risk			Education Team School Staff

TABLE 1		LIKELIHOOD				
Risk Rating is calculated by multiplying the likelihood score by the severity/consequence score to establish a final figure.		Improbable: Unlikely to occur	Remote: Unlikely but not improbable	Possible: Could occur sometime	Probable: Will occur more than once	Frequent: Expected regularly
SEVERITY / CONSEQUENCE	Score	1	2	3	4	5
Trivial damage/ no injury	1	1	2	3	4	5
Minor injury and/or minor damage	2	2	4	6	8	10
Serious injury and/or serious damage	3	3	6	9	12	15
Major injury/permanent disability and/or major damage	4	4	8	12	16	20
Possible fatality and/or catastrophic damage	5	5	10	15	20	25

Score	RISK RATING
1 to 6	Low – Acceptable: No actions as long as control measures are consistent with “As Low as Reasonably Practicable.”
8 to 10	Medium – Medium Risk: Review or devise improved control measures. Provide training or information where necessary and ensure adequate supervision.
12 to 16	High - High risk and unacceptable: Possible serious & imminent danger. “Safe Systems of Work to be in place, competent & trained personnel & increased supervision. All risks that fall within this category require Senior Management Approval and Sign Off.
20 to 25	Very High - Unacceptable risk under any circumstances. Stop this task immediately, implement additional controls and reassess. Ensure additional safeguards are in place. Emergency procedures to exist, practiced and recorded. All employees to be highly trained & maximum supervision is required.

MANAGEMENT REVIEW					
Risk Assessment Review Date:	04/02/2014	04/02/2016	14/02/2017	15/02/2018	Click here to enter a date.
Managers Name:	Felicity Wood	Felicity Wood	Claire Cooper	Claire Cooper	