




THE TANK MUSEUM

Risk Assessment

Risk Assessment Details

Risk Assessment Number	000000536
Risk Assessment Date	12/01/2024
Risk Review Date	12/01/2025
Risk Assessment Author	Claire Cooper
Project/Contract	The Tank Museum - Education
Start Date	18/01/23
Expected job duration	Ongoing
Client contact	Claire Cooper - Education Officer
Description	All Educational Visits
Site Address	NA

Signatures

	Name	Title	Signature	Date
Document Author	Claire Cooper			12/01/2024

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Risk Assessment Notes

This must be read by all Tank Museum Staff in contact with school or uniformed groups. It can also be used by teachers and leaders of school or uniformed groups.

Individuals or Groups Affected By This Assessment

Groups Affected
Employees
Members of the public
Museum Guide
Other Contractors
School Pupils

Main Contractor
Visiting Schools

Hazards and Control Procedures :

Pre-Control			Hazard: Traffic routes	Residual Risk		
P	S	RR		P	S	RR
4	4	16	Control Procedures	3	4	12
			Reversing of vehicles (other than in the car park) is not allowed on unsegregated routes without reversing siren being sounded or driver assisted by second person. .			
			Segregated traffic routes in place.			
			Staff are aware that vehicles may be reversing in the car park and delivery areas and should pay attention before walking in these areas.			
			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. 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. There is a 20 mph speed limit on the road that passes the Museum entrance			

Pre-Control			Hazard: Slips Trips and Falls	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures	1	1	1
			Care to be taken when walking over uneven ground.			
			Keep to made up paths where possible.			
			Pupils advised of the suitable footwear that must be worn.			
			Some areas of floor surface within the Museum are uneven, particularly in the junction areas between display halls. 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. Additionally, after cleaning or in wet weather, some surfaces may become wet. Wet surfaces will be clearly mopped and marked as required by Tank Museum cleaning staff.			

Pre-Control			Hazard: Safeguarding	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures	1	1	1
			All members of the Education and Guide Teams are trained in the Museums 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.			
			School groups to be supervised by school staff at all times including visits to shop, cafe and lavatories. We recommend a ratio of 1 adult to every 8 pupils at Primary level, and 1 adult to every 10 pupils at Secondary level, as suggested by OFSTED. There should be at least two adults with each group. 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. 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.			
			The museum has a safeguarding procedure in place which includes the use of coded words on the radio. All Safeguarding Officers and Safeguarding leads are DBS checked.			

Pre-Control			Hazard: Child abuse	Residual Risk		
P	S	RR	Injury, possible fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			Staff must be made aware of any vulnerable pupils.			
			Staff trained to be aware of the signs of child abuse and reporting procedures are in place.			

Pre-Control			Hazard: Emergencies	Residual Risk		
P	S	RR	Injury, possible fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			The school has an emergency plan for dealing with an incident on a educational visit.			
			Leader and head/school contact has instructions as to what to do in an emergency.			
			Leader has planned emergency procedures.			
			Pupils and staff know what to do and where to meet on site in emergency.			
			Pupils and staff also know how to identify and locate coach in coach park.			
			Emergency and communication plan in place - mobile phone reception checked; if participants out of sight of each other whistles, phones or radios available.			
			Leader researches sites provision for emergencies such as staff with radio/telephone contacts, first aid facilities etc and group briefed on these. Pupils in difficulty know to contact site staff.			
			Contact details of parents, group leader, school and, if appropriate, head teacher/school contacts after-hours number are held by group leader and school contact.			
			Leader has first aid training and has easy access to a first aid kit.			

Pre-Control			Hazard: Fall from height, objects falling from above, trips and slips at foot of face	Residual Risk		
P	S	RR	Disabling, fatal injury	P	S	RR
4	1	4	Control Procedures	1	1	1
			Close supervision by experienced staff.			
			Appropriate specialist climbing equipment used (ropes, helmets, harnesses etc).			
			Proper briefing of pupils, behaviour monitored and managed appropriately, vigilance of all staff during activity.			
			Climbing helmets used if climbing above shoulder height or crawling under rocks.			
			Low level, no activity above reach of participants.			
			Helmets and suitable footwear worn.			
			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.			
			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.			
			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.			
			Students to be supervised at all times by teaching staff, and forbidden to climb or lean over balcony in this area. Signs advise all visitors not to climb on the balcony.			

Pre-Control			Hazard: Fire	Residual Risk		
P	S	RR	Injury, possible fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			Alarm systems and extinguishers are checked annually by external competent personnel.			
			Annual evacuation tests carried out and recorded.			
			Fire risk assessment in place and reviewed annually or more often if circumstances change.			
			Check systems again on arrival.			
			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 the muster point outside the Vehicle Conservation Centre. School staff will be responsible for conducting a roll call and will notify Museum staff of any missing group members. Museum staff will conduct any necessary searches. 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.			

Pre-Control			Hazard: Getting Lost	Residual Risk		
P	S	RR	Stress, injury	P	S	RR
4	1	4	Control Procedures	1	1	1
			Pupils are to be supervised by teaching staff at all times.			

Pre-Control			Hazard: Hazard for schools and colleges	Residual Risk		
P	S	RR		P	S	RR
4	1	4	Control Procedures	1	1	1
			Accessing and Exiting Tanks:Chieftain Tank and First World War Tank Experience Workshop. The Education Team will advise students as to the correct way to access and exit the vehicle, and monitor students as they do so. Once inside the vehicle, students are advised not to touch items without permission. All moving parts identified as hazardous are secured. Students must remain seated throughout the activity. 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. Flat shoes and trousers are recommended. Should clothing or height be deemed unsuitable, Education Team will not allow access to the vehicle.			

Pre-Control			Hazard: Inadequate supervision	Residual Risk		
P	S	RR	Injury, Possible Fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			Evaluate the pupil/teacher ratio dependent on the level of risk of the activity.			
			Have a list of who is in the group. Head count especially when leaving school on arrival and departure.			
			Pre-plan supervision and ensure sufficient staff to provide suitable supervision for pupils participating and spectating, changing, and to deal with any injuries or emergencies.			

Pre-Control			Hazard: Injury from handling Museum artefacts or deactivated weapons, during activities supervised by the Education Team.	Residual Risk		
P	S	RR	. Injury from handling Museum artefacts or deactivated weapons, during activities supervised by the Education Team.	P	S	RR
4	1	4	Control Procedures	1	1	1
			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.			

Pre-Control			Hazard: Outdoor and indoor Play Area.	Residual Risk		
P	S	RR	. Injury from use of play areas inside and outside the building.	P	S	RR
4	1	4	Control Procedures	1	1	1
			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.			

Pre-Control			Hazard: Pre existing medical condition (asthma, epilepsy, diabetes etc)	Residual Risk		
P	S	RR	Injury, possible fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			Use recommended parental information and consent forms.			
			Ensure medication available.			
			Plan suitable courses using pairing, shadowing or close supervision as appropriate.			
			Medical diary to be kept, records to be made of any medicines issued to pupils.			

Pre-Control			Hazard: Road traffic accident	Residual Risk		
P	S	RR	Injury, possible fatality	P	S	RR
4	1	4	Control Procedures	1	1	1
			Brief pupils and staff.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Bump Cap



Ear Protection



Hi Visibility Vest



Trousers

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name

Signed

Date

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