

Risk Assessment Management Form

Section A- Trip Overview Risk Assessment

Proposed visit to:	Visit organizer:	Date of trip:
Number of children attending:	Classification of children:	Time of departure:
Number of adult supervisors:	Cost:	Transport:
Designated route:	Objectives for visit:	Notes:

Section B- Hazard Identification

Hazard Identification	Prevention & Minimisation	Action
<i>Cuts</i>	Students will be using different equipment (such as scissors) as part of their experience in the museum.	For minor injuries <ul style="list-style-type: none"> • First aid kit in the Museum reception area. • Current first aid certificate held by all museum staff
<i>Road accident</i>	Adjacent to the front entrance is a carpark. Teachers are solely responsible for students outside the museum building.	For minor injuries <ul style="list-style-type: none"> • First aid kit in the Museum reception area. • Current first aid certificate held by all museum staff
<i>Student specific ailment</i>	Individual medical needs will be disclosed by the class teachers prior to the Museum visit if necessary. The class teacher is responsible for the	For minor injuries <ul style="list-style-type: none"> • First aid kit in the Museum reception area. • Current first aid certificate held by all museum staff

<p><i>Getting lost or exposed to stranger danger</i></p>	<p>There will members of the public within the spaces we visit.</p> <p>The ratio of 1:8 is the minimum required by the Museum. An adult is assigned to each student group.</p> <p>The class teacher is responsible for the</p>	<ul style="list-style-type: none"> • Teacher to do a register check • Museum and teaching staff search building • Notify museum director of situation
<p><i>Evacuation of building</i></p>	<p>In the event of an emergency the Museum Educator will give directions.</p> <p>Class teachers will bring a class list.</p> <p>The assembly point in the event of an evacuation is on the lawn by the 'i-sight'</p>	<ul style="list-style-type: none"> • Follow practiced evacuation procedure. • Evacuate through nearest exit and assemble on the lawn by the 'i-sight' building in front of the museum.
<p><i>Going to the toilet</i></p>	<p>Any student going to the toilet or leaving the main group for what ever reason must tell an adult that is accompanying the school group.</p>	<ul style="list-style-type: none"> • Visiting school staff have prior warning and know at all times where their students are.