



<b>RISK ASSESSMENT – MoBA Schools visits</b>				
<b>Potential Hazards</b>	<b>Who / what might be harmed &amp; how</b>	<b>How likely is this to occur? (1=very unlikely, 5=very likely)</b>	<b>What has been done to reduce risk?</b>	<b>What needs to be done by trip organiser?</b>
Fire	Everyone in building and all objects in collection	1	The museum has no smoking policy. There is a comprehensive fire alarm system and clearly signed emergency exits.	Children should be aware that if the alarm sounds, they should follow the instructions of their teacher and the museum staff.
Health conditions / emergency healthcare	Students (e.g. asthma)	2	There is a first aid kit located in the museum office and the education officer has first aid training.	All students should have completed a health form for off site visits and should have appropriate medication with them.
Exhibitions	Students and objects might be harmed by walking into the cases, or pupils touching the paintings.	2	The exhibition cases are spaced carefully to allow easy access to the museum.	Students should walk sensibly around the museum taking care around the exhibits and told not to touch paintings.
Art resources	Students may be harmed by using scissors and other tools during art activities.	1	Round blade school scissors are the only kind used. All equipment is suitable for use by children.	Students should be asked to take part in any art activities calmly and sensibly.
Shop (if open)	Items for sale might get knocked and damaged	1	The shop is well organised and stock on display is kept to a minimum	Students should be advised to take care near the shop stock.
Gallery	Stored exhibition pieces and students damaged by falling over in crowded space	2	The doors to the stairs for the gallery will be closed and it made clear that the students should not leave the museum floor.	The students should be made aware that the gallery and staircases are out of bounds.
Carpet	Students – trip hazard	2	The carpet has underlay to help fix it in place. The carpet is edged using hazard tape to alert the danger of trips.	Children should take care when moving around the museum.
Cables from Computer	Students - trip hazard	2	Hazard tape will be placed around the cables and they will be positioned as safely as possible.	Children should take care when moving around the museum.