



Jersey Heritage Museum Visit Risk Assessment 2010

Jersey Heritage Risk Assessment



Risk Assessment

The following is a guide to help you write your risk assessment for a visit to any of our sites. It is not definitive and you can adapt it to create your own Risk Assessments. The information is generic for historic sites and museums; therefore, you will need to decide which element is relevant to your visit. Sample Risk Assessment forms for most Jersey Heritage sites are in this document.

On arrival at a site, it is important that an identifiable meeting point is designated by the activity leader where students can go to in the event of them being lost. The teacher must identify emergency exits and muster points where relevant.

RISKS

Steep steps

Hazard: danger of tripping or falling
Probability of risk: possible
Severity of risk: moderate
Control measures: advise caution

High drops

Hazard: danger of falling
Probability of risk: improbable

Severity of risk: high
Control measures: no climbing onto elevated structures

Wet surfaces

Hazard: danger of slipping or falling
Probability of risk: possible
Severity of risk: minimal
Control measures: advise caution

Low structures

Hazard: danger of knocking head
Probability of risk: improbable
Severity of risk: minimal
Control measures: advise caution

Dark areas

Hazard: possible unobvious hazards
Probability of risk: improbable
Severity of risk: minimal
Control measures: advise caution

Water hazards

Hazard: danger of drowning
Probability of risk: improbable
Severity of risk: high
Control measures: constant supervision required

Plants

Hazard: possible allergic reactions, poisonous contact, stings or pricks

Probability of risk: possible

Severity of risk: minimal

Control measures: advise caution, no contact or consumption. unless instructed as safe to do so

Animals/insects

Hazard: danger of biting, stinging, scratching and infection

Probability of risk: improbable

Severity of risk: minimal

Control measures: do not approach, touch, shout or chase animals/insects unless instructed as safe to do so

People

Hazard: possibility of inappropriate interaction, abduction

Probability of risk: improbable

Severity of risk: medium/high risk

Control measures: supervisors to regularly check group numbers. Constant supervision or group work

Historical Objects

Hazard: may not reach modern safety standards (trapped fingers, sharp edges etc)

Probability of risk: improbable

Severity of risk: minimal

Control measures: good supervision

Jersey Heritage Risk Assessment



Site: Jersey Museum

Date prepared: _____ by _____

Activity:

Educational Objectives

ACTIVITY: **Jersey Museum Visit**

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
	Pre-visit by LEA carried out	School staff experience of the site Date of last visit
Traffic	Walk from coach parked at entrance to the site or by minibus parked on the site.	
Stranger Danger / Lost pupil	<ul style="list-style-type: none"> • Jersey Museum open to members of the public. • Pupils briefed as to possible dangers. • Pupils supervised at all times. • Frequent head counts • All staff briefed on layout of venue & plans for rotation. 	<ul style="list-style-type: none"> • Agreed staffing ratio • Supervision arrangements: • Staff briefing on emergency action plan in the event of a pupil becoming detached from one of the sub groups (e.g. contact by mobile telephone, agreed rendezvous point at set periods, agreed procedure for contacting & seeking assistance from museum staff)

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<p>Slipping / tripping / falling:</p> <ul style="list-style-type: none"> • Staircase • Variations in light / dark areas 	<p>Follow recommended route and walkways around the monument</p> <p>Agree Code of Conduct & brief pupils prior to visit to tomb:</p> <ul style="list-style-type: none"> • NO PUSHING • NO RUNNING • ALLOW TIME FOR EYES TO ADJUST TO VARIATIONS IN LIGHT (especially in Merchants House) 	<p>Pupils briefed prior to visit on suitable clothing / footwear</p> <p>Brief pupils on warning signs upon entry to the museum</p>

RISK ASSESSMENT REVIEWED BY:

NAME OF SCHOOL:

DATE OF VISIT:

Jersey Heritage Risk Assessment



Site: **Maritime Museum & Tapestry Gallery**

Date prepared: _____ by _____

Activity:

Educational Objectives

ACTIVITY: **Maritime Museum & Tapestry Gallery Visit**

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
	Pre-visit by LEA carried out	School staff experience of the site Date of last visit
Traffic	Walk from coach parked at rear of the site to entrance through marina parking area 2 minutes..	
Stranger Danger / Lost pupil	<ul style="list-style-type: none"> • Maritime Museum & Occupation Tapestry Gallery open to members of the public. • Pupils briefed as to possible dangers. • Pupils supervised at all times. • Frequent head counts • All staff briefed on layout of venue & plans for rotation. 	<ul style="list-style-type: none"> • Agreed staffing ratio • Supervision arrangements: • Staff briefing on emergency action plan in the event of a pupil becoming detached from one of the sub groups (e.g. contact by mobile telephone, agreed rendezvous point at set periods, agreed procedure for contacting & seeking assistance from museum staff)
Slipping / tripping /	Follow recommended route and walkways around the monument	Pupils briefed prior to visit on suitable clothing / footwear

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<p>falling:</p> <ul style="list-style-type: none"> • Staircase • Variations in light / dark areas 	<p>Agree Code of Conduct & brief pupils prior to visit to tomb:</p> <ul style="list-style-type: none"> • NO PUSHING • NO RUNNING • ALLOW TIME FOR EYES TO ADJUST TO VARIATIONS IN LIGHT (especially in Tapestry Gallery) 	<p>Brief pupils on warning signs upon entry to the museum</p>

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Site: La Hougue Bie Museum

Date prepared: _____ by _____

Activity:

Educational Objectives

ACTIVITY: **La Hougue Bie Visit**

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
	Pre-visit by LEA carried out	School staff experience of the site Date of last visit
Traffic	Walk from coach parked at entrance to the site or by minibus parked on the site.	
Stranger Danger / Lost pupil	<ul style="list-style-type: none"> • La Hougue Bie open to members of the public. • Pupils briefed as to possible dangers. • Pupils supervised at all times. • Frequent head counts • All staff briefed on layout of venue & plans for rotation. 	<ul style="list-style-type: none"> • Agreed staffing ratio • Supervision arrangements: • Staff briefing on emergency action plan in the event of a pupil becoming detached from one of the sub groups (e.g. contact by mobile telephone, agreed rendezvous point at set periods, agreed procedure for contacting & seeking assistance from museum staff)
Slipping / tripping /	Follow recommended route and walkways around the monument	Pupils briefed prior to visit on suitable clothing / footwear

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falling: <ul style="list-style-type: none"> • Uneven or slippery surfaces • Low headroom • Uneven, steep or narrow stairs • Variations in light / dark areas 	Agree Code of Conduct & brief pupils prior to visit to tomb: <ul style="list-style-type: none"> • NO PUSHING • NO RUNNING • ALLOW TIME FOR EYES TO ADJUST TO VARIATIONS IN LIGHT 	Brief pupils on warning signs upon entry to the museum

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Site: **Mont Orgueil Castle**

Date prepared: _____ by _____

Activity:

Educational Objectives

ACTIVITY: **Mont Orgueil Castle visit**

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
	Pre-visit by LEA carried out	School staff experience of the site Date of last visit
Traffic	Walk from coach stopped by Castle Green to castle entrance involves a 5 minute walk along Castle driveway.	
Stranger Danger / Lost pupil	<ul style="list-style-type: none"> • Castle open to members of the public. • Pupils briefed as to possible dangers. • Pupils supervised at all times. • Groups stay together whilst moving around the castle & remain in formation in hazardous areas e.g. whilst using the staircases. • Frequent head counts • All staff briefed on layout of venue & plans for rotation. 	<ul style="list-style-type: none"> • Agreed staffing ratio • Supervision arrangements: • Staff briefing on emergency action plan in the event of a pupil becoming detached from one of the sub groups (e.g. contact by mobile telephone, agreed rendezvous point at set periods, agreed procedure for contacting & seeking assistance from castle staff)
Slipping / tripping /	Follow recommended route and walkways around the monument	Pupils briefed prior to visit on suitable clothing / footwear

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<p>falling:</p> <ul style="list-style-type: none"> • Uneven or slippery surfaces • Low headroom • Uneven, steep or narrow stairs • Variations in light / dark areas 	<p>Agree Code of Conduct & brief pupils prior to visit:</p> <ul style="list-style-type: none"> • CHILDREN TO STAY CLEAR OF TOPS OF WALLS • NO LEANING • NO PUSHING • NO RUNNING • NO CLIMBING OF RAILINGS OR FENCING • NO SITTING ON HANDRAILS / RAILING OR WALLS • ALLOW TIME FOR EYES TO ADJUST TO VARIATIONS IN LIGHT 	<p>Brief pupils on warning signs upon entry to the castle</p>
<p>Falling from height</p>	<p>The top turrets of various towers require extra vigilance / supervision if these are to be included in the visit.</p>	

RISK ASSESSMENT REVIEWED BY:

NAME OF SCHOOL:

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Site: Elizabeth Castle

Date prepared: _____ by _____

Activity:

Educational Objectives

ACTIVITY: **Elizabeth Castle visit**

HAZARDS	CONTROL MEASURES	ADDITIONAL INFORMATION
	Pre-visit by LEA carried out	School staff experience of the site Date of last visit
Traffic	Walk from coach stopped in lay-by across the pavement to Castle Ferry.	
Stranger Danger / Lost pupil	<ul style="list-style-type: none"> • Castle open to members of the public. • Pupils briefed as to possible dangers. • Pupils supervised at all times. • Groups stay together whilst moving around the castle & remain in formation in hazardous areas e.g. whilst using the staircases. • Frequent head counts • All staff briefed on layout of venue & plans for rotation. 	<ul style="list-style-type: none"> • Agreed staffing ratio • Supervision arrangements: • Staff briefing on emergency action plan in the event of a pupil becoming detached from one of the sub groups (e.g. contact by mobile telephone, agreed rendezvous point at set periods, agreed procedure for contacting & seeking assistance from castle staff)
Slipping / tripping /	Follow recommended route and walkways around the monument	Pupils briefed prior to visit on suitable clothing / footwear

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<p>falling:</p> <ul style="list-style-type: none"> • Uneven or slippery surfaces • Low headroom • Uneven, steep or narrow stairs • Variations in light / dark areas 	<p>Agree Code of Conduct & brief pupils prior to visit:</p> <ul style="list-style-type: none"> • CHILDREN TO STAY CLEAR OF TOPS OF WALLS • NO LEANING • NO PUSHING • NO RUNNING • NO CLIMBING OF RAILINGS OR FENCING • NO SITTING ON HANDRAILS / RAILING OR WALLS • ALLOW TIME FOR EYES TO ADJUST TO VARIATIONS IN LIGHT 	<p>Brief pupils on warning signs upon entry to the castle</p>
<p>Falling from height</p>	<p>The low walls on the Redan behind the Canteen and the breakwater require extra vigilance / supervision if these are to be included in the visit.</p>	
<p>Noise</p>	<p>Pupils to stand 5-8 metres away from the mid- day gun when it is being fired.</p>	<p>Children and accompanying staff warned of the 'danger' caused by cannon firing</p>

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