

Telegraph Museum Porthcurno

Risk Assessment for School Visits



Porthcurno

Significant HAZARDS <i>Likely places/ways that people could be seriously harmed</i>	Suggested CONTROL MEASURES and PRECAUTIONS
Inadequate planning and organisation → accidents/injuries.	<ul style="list-style-type: none"> ❑ All Museum staff are appropriately trained, experienced and qualified to competently fulfill their roles and responsibilities, and are aware of any potential hazards in the workshop or visit ❑ Museum staff will brief children and young people regarding hazards, where appropriate, and involve them in the risk assessment and management process.
Emergencies Inadequate procedures →delayed help/support →deterioration of condition	<ul style="list-style-type: none"> ❑ There is NO MOBILE PHONE COVERAGE ANYWHERE IN PORTHCURNO VALLEY. Therefore school visit emergency arrangements MUST take this into account. ❑ Phones are available at Front of House, the Eastern House Office, the Tunnels kitchen and both offices in the Wilshaw Building. There is no need to dial 9 for an outside line. ❑ The postcode of the Museum (for emergency vehicles) is TR19 6JX. ❑ Key members of staff have up to date First Aid at Work qualifications. ❑ There are fully stocked and regularly checked First Aid Kit in the Tunnels kitchen, workshop, Front of House, in the main office and in the Wilshaw Building kitchen. ❑ The Learning & Interpretation Manager will brief all school visitors about what to do in the event of a fire alarm at the start of a visit.
Unsupervised use of Escape Stairs →Accidents/injuries	<ul style="list-style-type: none"> ❑ Young people to be warned not to use the Escape stairs without supervision as they enter the Tunnels. ❑ Escape stairs should only be used in adequate light and when they are dry enough to be used safely. ❑ Group leader/Learning & Interpretation Manager to ensure that all students and staff wear hard hats and appropriate footwear (no high heels) and that students and adults are fit enough to climb the 120 steps. ❑ Numbers of students should be limited to no more than 10 at any one time using the stairs and accompanied by at least one member of staff/adult ❑ Group leader to assess whether any students require special supervision and arrange for this to happen as appropriate.
Unauthorised use of electrical equipment and workshop tools in tunnels →Accidents/injuries	<ul style="list-style-type: none"> ❑ Students and adults to be briefed about equipment that must not be touched, and how to interpret ropes and signs that indicate this.

<p>Young person lost or separated from group</p> <p>→trauma / upset / injuries.</p>	<ul style="list-style-type: none"> ❑ Students will remain within the Wilshaw Building, main Museum building, Tunnels or the immediate Museum grounds at all times and will be supervised by School staff at all times. ❑ The Group Leader is expected to carry out a head count/check names regularly ❑ The Wilshaw Building is locked on a thumb lock at all times when a school group are in the Clore Learning Space.
<p>Special medical, behavioural needs of specific young people</p> <p>→injury / illness</p>	<ul style="list-style-type: none"> ❑ Individual needs and associated specific risks will be identified, recorded and shared with all relevant personnel including Museum staff leading activities. ❑ Group leader(s) will carry information regarding medical conditions and any relevant medication ❑ The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group, through discussion with The Learning & Interpretation Manager.
<p>Misbehaviour/misconduct</p> <p>→accidents/injuries</p>	<ul style="list-style-type: none"> ❑ Staffing supervision will be sufficient and appropriate to manage the group safely, according to school and Local Authority guidance ❑ Young people will be briefed regarding conduct/behaviour required by the Group Leader and Learning & Interpretation Manager ❑ Advice will be taken from the School SENCO and other staff if there are concerns over behaviour and shared with Museum staff where appropriate. ❑ Individual risk assessments will be carried out if required
<p>Allergic reactions, Poisons, stings, bites</p> <p>→trauma / illness</p>	<ul style="list-style-type: none"> ❑ School and Museum staff will be briefed regarding group members with known allergies where appropriate, and School staff will be trained to treat accordingly. ❑ School staff will check that young people and/or leaders carry any necessary medication.
<p>Fire</p> <p>→Injuries</p>	<ul style="list-style-type: none"> ❑ Fire alarms are checked by Museum staff on a weekly basis. ❑ Fire exits are checked daily to ensure that they are not blocked. ❑ All group members will be fully briefed on arrival regarding fire routes and procedures, and practice fire alarm/drill if appropriate ❑ If group includes wheelchair users or those with impaired movement, sight or hearing, appropriate measures will be taken to ensure that all group members can evacuate safely in response to a fire alarm, making use of wheelchair refuges as appropriate.
<p>Child abuse/ attack by stranger</p>	<ul style="list-style-type: none"> ❑ All Museum staff and volunteers wear name badges that identify them as such. Children should be alerted to this so that they know who to ask for help. Visiting groups are accompanied by badged staff and volunteers at all times
<p>Domestic hazards – slips, falls, cuts, burns etc</p> <p>→Injuries</p>	<ul style="list-style-type: none"> ❑ All public areas are checked regularly to ensure that equipment, activities, flooring etc are safe, and any problems rectified immediately and/or the offending equipment removed or roped off. ❑ Group will be briefed not to use or access equipment or facilities in the Wilshaw Building, main Museum building, Tunnels and grounds unless properly supervised by qualified staff member. If in doubt, ask.