



This document is designed to assist teachers/group leaders when completing their own risk assessment during a preliminary visit to the site. It lists Museum areas that may be visited and raises awareness of the possible risks. **Please remember this is a guide only and only valid if completed by the teacher/group leader.**

Teachers/group leaders can minimise the risk to themselves and their group when visiting the Museum by:

- Providing a sufficient number of adult supervisors for the age and ability of your children, ratios for the Museum are
 - **Prep 1:5, Primary 1:10, Secondary 1:15**
- Supervising your children closely at all times and read signs and instruction labels carefully
- Being aware of changes in the weather and how this may affect your environment, in particular surfaces
- Ensuring students wear hats and sun cream all year round
- Ensuring there is to be no running within the Museum
- Ensuring there is to be no food and drink within the Museum building

Hazard Awareness Table – guide only

Area of site	Possible Hazard	Action
Walk to site or bus trip to site	Crossing roads Moving traffic Step up/ down onto bus	Close adult supervision Brief pupils re: safety Adult to stand to one side and look for moving vehicles Children to walk on pavements where possible with partner holding hands
Ticket Office	Trips, slips and falls Members of public present	Close adult supervision Allow children to enter in pairs rather than en masse
Outside areas	Trips, slips and falls Members of public present Possible exposure to strong sun, rain, wind etc	Close adult supervision Ask children to stand together on even ground and not run Advise children to dress appropriately for the weather and to carry water bottles and hats during summer months Teacher to bring sun screen
Toilets, shop areas	Members of public present Toilet doors sticking	Children sent to toilets in pairs & with an adult present at all times Children not to slam doors
Museum exhibits	Trips, slips and falls Members of public present Hard train parts (e.g. buffers) at low levels Exposed tracks in floor Fingers trapped in doors Accidents on Nippers Railway playground	Children to walk slowly through the museum at all times Close adult supervision at all times Pupils briefed on hazards prior to visit Children not to slam doors No running on the playground track One person in rail cart at a time
Heritage Railway Workshops Tours	Trips, slips and falls Members of public present Exposed tracks in floor Exposure to sparks and heated objects	Children to walk slowly through the museum at all times Close adult supervision at all times Pupils briefed of hazards prior to visit Closed in shoes, safety glasses to be worn Children to stay in marked and indicated areas at all times