

## SCHOOLS RISK ASSESSMENT GUIDE

This document is designed to assist teachers/group leaders when completing their own risk assessment during a preliminary visit to the site. It lists areas at The Workshops Rail Museum that may be visited and raises awareness of the possible risks. **Please remember that a risk assessment document 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 Workshops Rail Museum by paying attention to the following guidelines:

- Provide a sufficient number of adult supervisors for the age and ability of your children, ratios for the TWRM are - **Prep 1:5, Primary 1:10, Secondary 1:15**
- Supervise your children closely at all times and read signs and instruction labels carefully
- Be aware of changes in the weather and how this may affect your environment, in particular surfaces
- Students should have hats and sun cream all year round
- There is to be no running within the museum
- There is to be no food and drink within the museum building

### Hazard Awareness Table

Part of planning a successful excursion is doing a careful risk assessment of the location first. To make this process easier we have compiled this simple hazard awareness table.

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Area of site	Possible Hazard	Action
Mounting and dismounting coach at car park	Trips, slips and falls  Slow moving traffic	Close adult supervision  Brief pupils re: safety  Adult to stand to one side and look for moving vehicles

# THE WORKSHOPS RAIL MUSEUM

Area of site	Possible Hazard	Action
Walk to site or bus trip to site	<p>Crossing roads</p> <p>Moving traffic</p> <p>Step up/ down onto bus</p>	<p>Close adult supervision</p> <p>Brief pupils re: safety</p> <p>Adult to stand to one side and look for moving vehicles</p> <p>Children to walk on pavements where possible with partner holding hands</p>
Ticket Office	<p>Trips, slips and falls</p> <p>Members of public present</p>	<p>Close adult supervision</p> <p>Allow children to enter in pairs rather than en masse</p>
Outside areas	<p>Trips, slips and falls</p> <p>Members of public present</p> <p>Possible exposure to strong sun, rain, wind etc</p>	<p>Close adult supervision</p> <p>Ask children to stand together on even ground and not run</p> <p>Advise children to dress appropriately for the weather and to carry water bottles and hats during summer months</p> <p>Teacher to bring sun cream</p>
Toilets, lunch room, shop areas	<p>Members of public present</p> <p>Toilet doors sticking</p> <p>Fingers trapped in doors</p> <p>Possible spillage of wet food and drink onto floors</p>	<p>Children sent to toilets in pairs and with an adult present at all times</p> <p>Children not to slam doors</p> <p>Children and adults to advise museum staff of spills so they can be cleaned up</p>

# THE WORKSHOPS RAIL MUSEUM

Area of site	Possible Hazard	Action
Museum exhibits	<p>Trips, slips and falls</p> <p>Members of public present</p> <p>Hard train parts (e.g. buffers) at low levels</p> <p>Exposed tracks in floor</p> <p>Fingers trapped in doors</p> <p>Accidents on Nippers Railway playground</p>	<p>Children to walk slowly through the museum at all times</p> <p>Close adult supervision at all times</p> <p>Pupils briefed on hazards prior to visit</p> <p>Children not to slam doors</p> <p>No running on the playground track</p> <p>One person in rail cart at a time</p>
Behind the Scenes Tours	<p>Trips, slips and falls</p> <p>Members of public present</p> <p>Exposed tracks in floor</p> <p>Exposure to sparks and heated objects</p>	<p>Children to walk slowly through the museum at all times</p> <p>Close adult supervision at all times</p> <p>Pupils briefed of hazards prior to visit</p> <p>Closed in shoes, safety glasses to be worn</p> <p>Children to stay in marked and indicated areas at all times</p>