



Writing a Risk Assessment for Educational Visits to the River & Rowing Museum

It is the responsibility of the school making the booking to carry out a risk assessment; these notes are designed to assist, but not replace, that task; a familiarisation visit is recommended.

The School's Responsibility

- As stated in the Museum's Terms and Conditions, students remain the responsibility of the visiting teacher in charge at all times during the visit.
- Please ensure that all accompanying adults are aware of the programme for the day, their responsibilities and the potential hazards.
- The student to adult ratio should be at least:
 - 6:1 where the students are under the age of seven
 - 8:1 where the students are between the ages of seven and twelve
 - 15:1 where the students are over the age of twelve
- Please be able to tell us your group numbers on arrival.
- The Museum has First Aid Kits but the administration of First Aid is the responsibility of the school.
- The school will be held responsible for any damage to Museum property caused by pupils or staff.

General

- All Museum staff and volunteers have been CRB checked and have been trained in our Child Protection Policy and Procedures (copies of which are available on request from the education department).
- The Museum has procedures in place to deal with lost children.
- The Museum is a new building; it meets all mandatory and statutory regulations and is designed for purpose.
- The Museum carries out its own risk assessments to identify and deal with potential hazards around the site.
- A Museum Tutor will explain the emergency evacuation procedures during the introductory talk.

On Arrival

Bus drivers should take extreme care at the entrance to Mill Meadows on the approach to the Museum as this is also a public car park, with access to a children's play area, nursery, and housing.

Please inform bus drivers that there is a 4.2m height limit at the Museum car park entrance.

Hazards

- Pupils may need to cross the Museum car park after disembarking and on returning to their coach and, occasionally, to access the galleries.
- Ramps to the Education Centre and main entrances can be slippery in wet weather.

Actions

- Buses should park in the designated area to the right of the entrance or another allocated space as advised.
- Pupils should be closely supervised when disembarking from coaches and crossing the Museum's car park.

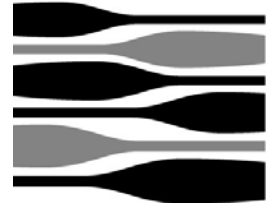
In the Galleries

Hazards

- There are glass display cases and objects on open display.
- The Greek trireme display and the rowing machine (both in the Rowing Gallery) are interactive exhibits that pupils might injure themselves on or fall off.

Actions

- Pupils should be asked not to run anywhere in the Museum.



- Pupils should be supervised at all times, particularly on the Greek trireme and rowing machine.

Education Centre

Hazards

- Materials and equipment used for creative activities and experiments.
- Museum artefacts used for handling activities.

Actions

- Materials and equipment are selected for their safety and suitability for the ages of the pupils using them. Please be aware and advise us of any allergies to materials.
- Care should be taken with water experiments to avoid spills on the floor causing a slip hazard.
- The Museum will take every care to ensure that artefacts are safe to handle.

Walk to Lock / River Walks

Hazards

- Access to and from the river is via the Museum car park and a public car park.
- The tow path can be busy with members of the public.
- The timber bridge before the lock has a wide gap between the top and middle hand rail.
- The wooden footbridge can be wet and slippery.

Actions

- The Museum Tutor will give a safety talk before leaving the Museum site.
- Pupils and staff should stay on the tarmac path.
- There are life buoys at strategic points along the walk.
- At the lock, pupils and staff should stay within the designated public areas behind the barrier.
- We advise accompanying adults to carry whistles to aid communication on the walk.

We will provide a separate risk assessment from Hobbs for schools that are going on a boat trip.

In the Event of an Emergency

- The nearest Accident and Emergency department is at the Royal Berkshire Hospital in Reading
- The nearest police station is at 4 Greys Road, Henley, RG9 1RY. Their telephone number is 0845 850 5505

Please let us know if you require any further information to help you compile a risk assessment.