**GTM Guide to Risk Assessment for School Visits**

(Issued as a guide only for school visits. Schools must follow their own Authority’s Risk Assessment Procedures)

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|  | **Area** | **Hazards** | **Affecting** | **Mitigation** |
| 1 | Stairs to Mezzanine Floor | Slip, Trip or Fall | All Visitors | Visitors / pupils to use handrails and no running or unnecessary distraction. Active supervision of group by adults at all times. Museum rules of behaviour and health and safety to be discussed at beginning of visit, which will also access for wheelchair users. |
| 2 | Stairs and access to climb aboard exhibits | Slip, Trip or Fall | All Visitors | Visitors to respect all climb aboard exhibits. Pupils must not climb on other parts of vehicles or jump up and down in exhibits. We recommend only one group at a time at each climb aboard exhibit to prevent crowding. Groups must always be under adult supervision. |
| 3 | Crowding | Tripping or Crushing  Damage to Exhibits | All Visitors | You will be asked to divide your party into smaller groups each with a responsible adult to supervise. The groups can then visit separate parts of the museum. |
| 4 | Movement within building | Potential Damage to Exhibits | All Visitors | Pupils should walk at all times. Pupils must stay behind ropes / barriers and keep to walkways. |
| 5 | Noise | Distraction and Discomfort | All Visitors | Noise levels must be kept down out of consideration to other visitors. |
| 6 | School session in School Room | Slip, Trip or Fall  Damage to Artefacts | All Visitors | Hands-on items or exhibits should be handled with care, following instruction and demonstration from museum staff. In some cases, protective gloves may have to be worn. School staff to supervise throughout. |
| 7 | Museum grounds | Slip, Trip or Fall  Pupils Exiting Museum or Grounds Unseen and/or Unsupervised | All Visitors | Ensure pupils have warm clothing as the museum is kept cool to preserve exhibits and it can be cold outside. School Room can be used for snacks etc. School staff to supervise pupils exiting the museum. On site all litter should be put in bins provided. School staff will be responsible for administering first aid and providing enough helpers for supervision. |
| 8 | Toilets | Time Wasting Queues  Need for Supervision and Staggered Visits | All Visitors | The museum reception has one toilet. Inside the museum there are well equipped toilets including full disabled facilities. There are only three cubicles in the female toilets so teachers will be responsible for organising supervised toilet breaks. No member of GTM staff or volunteers should work alone with unsupervised children as per GTM policy. |

**GTM can accept no liability for managing risks identified with a school’s risk assessment.**