

Salford Museum and Art Gallery – Risk Assessment

Activity: Educational visits to the museum/Workshops. Visits will include use of Museum galleries.

Groups wishing to utilise the Museum’s lunch facilities are advised to adopt the LEA Generic Risk Assessment for ‘Eating Out’ accessible at:
http://www.salford.gov.uk/learning/lea/educational-trips/guidance/risk_assessment_trips/types_of_risk_assessment/generic.htm

School teacher/s is in overall charge and **must stay with the group at all times**. Museum staff will oversee all ‘teacher led’ activities within the museum.

All fire exits are clearly marked and museum staff are trained to assist visitors to evacuate the building.

Pupils should be instructed to stay together and report to nominated member of school staff should evacuation be required.

Party leader to inform event organiser/museum staff of any missing pupils.

Hazard	Safety Precautions
Stairs inside museum	Handrails, markings on stairs.
Doors	Door guards, safety catches
Glass cases on galleries	Toughened glass
Tripping on table/chair legs in the Schools room	Verbal warnings and adequate supervision
Cuts from handling material	Accident reported to front-of-house staff
Handling of workshop materials	Instructions to wash hands thoroughly after handling any material
Interactive displays/gallery	Verbal warnings and adequate supervision from school teacher/s and Front-of-House staff
Use of lifts	Under 16’s may not use the lift unless accompanied by an adult.
Lark Hill Place: low level lighting, trip hazards, fragile glass windows	Verbal warnings from teacher/front-of-house staff Signage No running/ leaning on shop windows Supervision from teacher and front-of-house staff Teacher/Guide to brief party before entering the street. Maximum of 35 children on the street, large groups will be asked to spilt up.

Stranger Danger/lost pupil	SMAG is open to members of the public. School staff to ensure that pupils are appropriately supervised at all times, to include regular head counting. If lost, pupils informed to approach members of museum staff and not members of the public.
Child and Vulnerable adult protection	All SCC Heritage Staff are CRB cleared. At times, volunteers may observe or assist in the session – all have signed appropriate self-disclosure forms and are always accompanied by a CRB cleared member of staff.
Activities	Activities present no more hazards than delivery of a standard lesson. Separate risk assessments will be produced for specific activities with recognised additional hazards
Washday Activity: a simulated cleaning activity using a salt and vinegar paste, and a simulated washing activity using warm water and carbolic soap	Please inform museum staff if any child cannot come into contact with the paste or cannot do any of the activity for any reason.
Who may be harmed	Further Action
School pupils and/or accompanying adults	Ongoing assessment of potential hazards. Continuous training of museum staff in risk assessment.
Any notes pertinent to the day of the visit:	
<p>General Statement: Salford Museum and Art Gallery is required to meet general standards for Health and Safety at Work Act (1974). The premises are covered by Salford City Council Public Liability Insurance</p> <p>Risk assessment reviewed October 2009</p>	