

Ashmolean Museum

RISK ASSESSMENT for School Groups visiting the Ashmolean Museum

Please note this risk assessment is for guidance only – teachers are recommended to visit the Museum and complete their own assessment to meet the specific needs of their group

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Date of assessment: July 2006

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	What further action is needed to reduce the risk
1. Arrival at Museum front door	Forecourt steps	Slipping Tripping Falling <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Visiting schools are informed about the steps and asked to take care when approaching the Museum. Teachers are advised to ask children to walk not run A ramp is provided as an alternative entrance Schools are asked to provide appropriate adult supervision for the group 	L	Mark step edges with a contrast colour to improve visibility
	Doors	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Suggest Door Monitors - adult or child holds door open for group 	L	Investigate feasibility of an automatic door
	Donations Box (in middle of entrance hall)	Tripping Bruising <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Visitors are moved through the entrance hall (where the box is located) into the Randolph Gallery to the left or towards the coat pegs and toilets to the right 	L	none
	People	Tripping Crushing Bumping Bruising	M	<ul style="list-style-type: none"> Visiting groups are asked to come in to the museum carefully and sensibly Group visit numbers are 	L	none

		<i>Risk to: children and visiting adults</i>		<ul style="list-style-type: none"> limited to avoid overcrowding Staggered start times for some large groups 		
2. Taking off coats and Storing lunchboxes	Steps	Slipping Tripping Falling <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Careful adult supervision needed on the stairs Children reminded to walk carefully 	L	Mark step edges with a contrast colour to improve visibility
	Cramped space	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Careful and effective adult supervision Numbers limited in this space – children allowed into this area in small groups 	L	none
3. Using the toilets (N.B. school toilets are at the bottom of a flight of steps – toilets for wheelchair users are located elsewhere in the building near the café)	Steps	Slipping Tripping Falling <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Careful adult supervision needed on the stairs Children reminded to walk carefully 	L	Mark step edges with a contrast colour to improve visibility
	Doors	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision 	L	none
	Toilets and Washbasins	Slipping and tripping (on wet floor) Trapped and pinched fingers (under toilet seats) Illness (because of unhygienic facilities) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Toilets cleaned everyday – system for reporting any problems Toilets maintained 	L	none
4. In the galleries	Steps/Stairs	Slipping Tripping Falling	M	<ul style="list-style-type: none"> Careful adult supervision needed on the stairs Children reminded to walk 	L	Mark step edges with a contrast colour to improve visibility

		<i>Risk to: children and visiting adults</i>		carefully		
	Stair railings	Getting stuck <i>Risk to: children</i>	M	<ul style="list-style-type: none"> Effective adult supervision. Children not allowed to stick heads, arms and legs through the gaps between the railings on the grand staircases. 	L	none
	Doors	Trapped fingers Bruising (if walked into) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Door Monitors - adult or child holds door open for group 	L	none
	Display cases	Bruising (if walked in to) Cuts (if glass broken) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Children reminded to walk in the galleries Children asked not to lean on flat top/desk cases 	L	New cases fitted with strengthened glass/perspex
	Floor surfaces	Slipping Tripping <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Effective adult supervision Children reminded to walk in the galleries 	L	Ensure that any new flooring is non-slip
	People	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Visiting groups are asked to come in to the museum carefully and sensibly Group visit numbers are limited to avoid overcrowding Staggered start times for some large groups 	L	none
	Fire	Burning Choking <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Fire alarms in Museum Fire alarms regularly tested Clear evacuation procedures Museum staff to escort visitors from building 	L	none
5. Using the Shop	Displays	Bruising (if walked in to) Cuts (if glass broken) Crushing (if cases fall on children) <i>Risk to: children and visiting adults</i>	M	<ul style="list-style-type: none"> Small groups of children in shop to avoid overcrowding Effective adult supervision Shop displays secure and safely displayed 	L	none

	People	Tripping Crushing Bumping Bruising <i>Risk to: children and visiting adults</i>		<ul style="list-style-type: none"> • Small groups of children in shop to avoid overcrowding • Effective adult supervision 	L	none
7. Leaving the Museum	Please refer to Sections 1-3 of risk assessment					

General information

Information to support your visit is sent to schools in advance.

We are very happy to talk to teachers about getting the most from a visit.

Please call the education team on 01865 278015 or 01865 288078. email education.service@ashmus.ox.ac.uk

First Aid

There are trained first-aiders on the museum staff – we aim to have a trained first-aider on site at all times. Some museum staff are trained in emergency aid. First aid boxes are available in the museum (but we recommended that schools bring their own)

The nearest hospital to the Ashmolean with a 24 hour Accident and Emergency Department is:

The John Radcliffe Hospital
Headley Way
Headington
Oxford

Tel : 01865 741166