

Risk Assessment - 661RA



Internal Reference: (Led School Visits (Egypt/Roman/WWII/Time Odyssey))
Information valid as of 08/05/2024 19:11

■ General Details

Assessor	Simon Tootell
Assessment Date	10/05/2023
Assigned Reviewer	Simon Tootell
Next Review Date	08/05/2025
Operation Assessed	Led School Visits (Egypt/Roman/WWII) and Pre-school



Description of work area and/or activity assessed

Led School visits in RAMM for children of all ages - covering Egypt, Roman, WWII and Time Odyssey

Note that teachers and adults accompanying the school group have been added as 'Visitors' on the persons affected section given there is no other suitable category.

■ Overall Current Risk Low Severity Minor Moderate Significant Serious Major Rare Unlikely 6 8 10 6 9 Possible 12 3 15 Likely 8 12 16 Almost Certain 5 10 15





Current Rating	Hazard Information	Task Status
Low		
	Measures Currently in place to prevent risk of injury	
	Purchased materials used are always non toxic. Parents/carers made aware when there are potential choke hazards and small items placed out of `grab range` of small children. When handling objects, specimens or materials, advise children and accompanying adults to wash their hands as soon as possible after the activity. Ensure as far as possible that hand-washing facilities are nearby.	

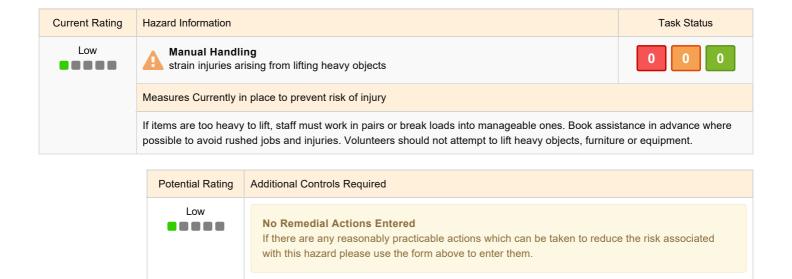
Potential Rating	Additional Controls Required	
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	

Current Rating	Hazard Information	Task Status
Low	Fire Safety Fire, live sockets, LED lighting	0 0 0
	Measures Currently in place to prevent risk of injury	
	Socket covers used on premises. Equipment to be on steady tables with any covering firmly affixed to prevent children inadvertently pulling equipment or objects onto themselves. Only low voltage lights with no heat emission to be used.	









Current Rating	Hazard Information	Task Status
Low	Human Factors Children getting lost	0 0 0
	Measures Currently in place to prevent risk of injury	
	See Safeguarding procedure and lost children procedure for guidance.	

Potential Rating	Additional Controls Required	
Low	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.	



and volunteers can request first aid assistance from emergency services.



Only museum staff who are qualified first aiders can provide first aid with the permission of the accompanying adults. All staff

Current Rating	Hazard Information	Task Status
Low	Human Factors Insufficient Safeguarding resulting in abuse	0 0 0
	Measures Currently in place to prevent risk of injury	
	All museum staff and volunteers providing school activities have appropriate safeguarding training. Accompanying adults with the school group should include individuals who are Qualified Teachers with current DBS checks. One teacher must be QTS accredited (Qualified Teacher Status) and there must also be an additional teacher to circulate between groups. All RAMM long-standing school volunteers are DBS checked. Student helpers from the university are not DBS checked but are never left alone in charge of children of adults with specific needs.	
	Ideally the school should attend with enough adults so there is one adult who can remain with each of specified on the provisional/confirmation email from the museum for the visit.	f the activity groups as
	If you are unable to bring one adult per activity group, as a minimum we recommend the following ratio of adults to children aged 0-4 1 adult: 3 children	
	Children aged 5-7 (KS1) 1 adult: 6 children	
	Children aged 8 -11 (KS2) 1 adult: 10 children Children aged 12 and aver (KS2 +) 1 adult: 15 children	
	Children aged 12 and over (KS3 +) 1 adult: 15 children	
	Accompanying adults should not have babies/toddlers/buggies with them	





A supervising adult of the visiting group, in conjunction with a member of RAMM volunteer team, should notify immediately a member of the Visitor Services team who will attend to begin the process of immediate moving of people and any materials away from the immediate area. The Visitor Services team will follow the procedure for the safe bio cleaning of the area to minimise the possibility of transmission of any contagious virus.

An accompanying adult of the visiting group should take charge of the care of the child or adult with specific needs, seeking assistance from a trained RAMM first aider as required

