



Museum of Methodism & John Wesley's House

### School Visit Risk Assessment

Activity	Hazard	Persons at Risk	Control Measurements in Place
The General Site	Unfamiliar with the site	Teachers, Organisers, Volunteers and Children	Education staff and volunteer assistance, Museum and Chapel staff assistance, Education staff and volunteer supervision, Teacher and organiser supervision, Familiarisation visit by teachers and organisers, Site brochure.
	Slips and trips: Steps, different floor surfaces, uneven floors	Teachers, Organisers, Volunteers and Children	Verbal instruction from Education staff and volunteers, Education staff and volunteer supervision, Teacher and organiser supervision, Regular maintenance and repair of walkways and pathways.
	Unauthorised areas	Teachers, Organisers, Volunteers and Children	Verbal instruction from Education staff and volunteers, Education staff and volunteer supervision, Teacher and organiser supervision, No entry and Private signs.
Car Park	Vehicle movement in car park	Teachers, Organisers, Volunteers and Children	Verbal instruction from Education staff and volunteers, Education staff and volunteer supervision, Teacher and organiser supervision.
Graveyard	Old gravestones	Teachers, Organisers, Volunteers and Children	Verbal instruction from Education staff and volunteers, Education staff and volunteer supervision,

			Teacher and organiser supervision.
Little or no supervision	Unruly and disruptive behaviour	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Required ratios of teachers to pupils*, School disciplinary procedures, Staff's right to remove offenders from the site, Teacher or organisers contact details, Police are called if required, Children must not be left alone, they must stay with friends, Terms and Conditions of booking.
	Bullying or fighting	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Required ratios of teachers to pupils*. School disciplinary procedures, Staff's right to remove offenders from the site. Teacher or organisers contact details, Police are called if required, Children must not be left alone, they must stay with friends, Terms and Conditions of booking.
	Children running	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Education staff and volunteer assistance, Education staff and volunteer supervision, Site staff assistance, Teacher and organiser supervision, Verbal instructions.
	Allergies	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Teacher or organiser awareness and supervision, Teacher or organiser knowing what to do if an emergency arises, Site staff awareness.

Dressing up and role playing	Slips and trips	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Education staff and volunteer supervision, Teacher or organiser awareness and supervision, Verbal instruction from Education staff and volunteer.
	Injury from handling objects	Visitors, Staff, Teachers, Organisers, Volunteers and Children	Education staff and volunteer supervision, Teacher or organiser awareness and supervision, Verbal instruction from Education staff and volunteer.

\*1:5 Ratio of teachers or school helpers to children supervision for Year 1.

1:10 Ratio of teachers or school helpers to children supervision for Years 2-6.

1:15 Ratio of teachers or school helpers to children supervision for Years 7-10.

Staff must be informed if children with physical or learning disabilities and what support staff support the school is providing.