

Welcome to our risk assessment guidance and health and safety information. It's vital to us that you have an enjoyable, valuable and (most important) safe visit with us. To assist you in completing your own risk assessment there follows general and specific risks and controls we have put in place to reduce those risks. The leaders of all schools/groups visiting our sites should read and familiarize themselves with this document.

You can visit the general site-specific risk assessments, or workshop-specific risk assessments by following the links below.

Site-specific risk assessments:

1. [Buxton Museum and Art Gallery](#)
2. [Poole's Cavern and Country Park](#)
3. [The Pump Room](#)

Workshop-specific risk assessments:

- a. [Hoard Hunting: hidden histories](#)
- b. [Roman Buxton](#)
- c. [Poole's Cavern Cave Tours](#)
- d. [Charlie Limeburner](#)
- e. [BUXTON: Water and Well Women](#)
- f. [Building Buxton](#)
- g. [Poxes, potions and the Apothecary](#)

If you have any further questions, or feel we may have missed out anything important, please email or call us on: learn@buxtoncrescenttrust.org or 07881 40 60 59

SETTING: BUXTON MUSEUM AND ART GALLERY		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Unfamiliar environment.	Teachers, School group: <ul style="list-style-type: none"> • uncertainty of their role during the visit • unaware of facilities available • unfamiliar with emergency procedures. 	<ul style="list-style-type: none"> ✓ Teachers encouraged to make a pre-visit to the museum and to discuss areas of concern with museum staff prior to visit. ✓ School visits are pre-booked. Provide group leader with booking confirmation letter, information on school and group visits, plan of museum and this risk assessment guidance. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Lack of adult supervision for children.	Visitors, School group, Staff: <ul style="list-style-type: none"> • stress • trips, slips, falls 	<ul style="list-style-type: none"> ✓ Site staff are familiar with the generic risk assessments for working in public areas. ✓ Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Buxton Museum and Art Gallery Access to the site via busy main road. Icy or slippery conditions on the pavement or museum steps.	Visitors, school group, staff, public: <ul style="list-style-type: none"> • personal injury/fatality • impede pedestrians on the pavement • trips, slips, falls. 	<ul style="list-style-type: none"> ✓ For groups arriving by coach, set down on museum side of A515. Teachers should control children arriving and leaving the museum, so they do not impede other pedestrians or run into the road. ✓ For groups arriving on foot, ensure teachers plan a route that uses identified road crossings – the nearest at the Market Place or bottom of Terrace Road. ✓ During periods of inclement weather, the school is to determine if the visit should take place. Museum steps to be treated with salt grit before the trip takes place. Pavements to be treated by HPBC and caretaker.

Large congregation of children.	Visitors, School group, Staff: <ul style="list-style-type: none"> access routes impeded trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Museum staff meet groups in the foyer. Ensure children are gathered together to allow free movement for other visitors. ✓ Divide class up or spread out to prevent overcrowding.
Bags and coats left untidily by coat rack.	Visitors, School group, Staff: <ul style="list-style-type: none"> access routes impeded trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Museum staff will direct accompanying adults to supervise the hanging of coats and check bags are safely place in boxes under the rack adjacent to admin office.
Children waiting on stairs.	Visitors, School group, Staff: <ul style="list-style-type: none"> access routes impeded trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Avoid waiting on the stairs where possible. ✓ Children wait in the Foyer or on the landing and are accompanied up and down the stairs.
Working in large groups.	Visitors, School group, Staff: <ul style="list-style-type: none"> access routes impeded trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Children gather or sit down in a group, with access routes kept clear. Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Divide full group into smaller groups for activities.
Museum staff and external facilitators working with children.	Children, Staff, External facilitators: <ul style="list-style-type: none"> inappropriate behaviour towards children 	<ul style="list-style-type: none"> ✓ Staff and facilitators will be appropriately trained and experienced according to the Trust recruitment policy. ✓ They will undergo DBS clearance where appropriate, in accordance with the Trust Safeguarding policy.
Other visitors to the museum	School group, Visitors: <ul style="list-style-type: none"> unauthorised photography or filming of children allegations of inappropriate behaviour. 	<ul style="list-style-type: none"> ✓ Staff to enforce rules about members of the public only using cameras with formal permission of the people being photographed. ✓ Staff and teachers should be aware of what other visitors are photographing. ✓ Museum staff taking photographs or filming a visit have gained permission from the school via the Photography consent form (See appendix B)
Lack of preparation for children with additional or special needs.	Staff, School group: <ul style="list-style-type: none"> less integration into activity of children with additional or special needs than would be desirable 	<ul style="list-style-type: none"> ✓ When a booking is taken, the museum will enquire about additional or special needs that the children have to ensure staff are aware and can be prepared to assist as necessary. ✓ Teachers and accompanying adults ✓ understand they remain responsible for the children during the whole

	<ul style="list-style-type: none"> • risk of personal injury 	<p>visit.</p> <ul style="list-style-type: none"> ✓ Encourage teachers/carers to discuss any requirements and adjustments needed with staff prior to the visit. ✓ Workshop delivery staff trained in working with people with additional needs.
Stairs, uneven and slippery floors and pillars.	<p>Staff, School group, Visitors:</p> <ul style="list-style-type: none"> • trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Sufficient members of staff are available to ensure visitor safety. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A) ✓ Stairs and walkways are free of obstruction. Children should use the stairs safely and responsibly. ✓ The lift is available for people with pushchairs or mobility difficulties. ✓ An evac chair is available in case of emergencies. ✓ Wear sensible footwear during visit.
Low light levels.	<p>Staff, School group:</p> <ul style="list-style-type: none"> • trips, slips, falls • children frightened by dark 	<ul style="list-style-type: none"> ✓ Ensure children are informed about varying light levels. Ensure children are accompanied in case a child becomes distressed.
Manual handling of artefacts and equipment	<p>Staff, School group:</p> <ul style="list-style-type: none"> • cuts from sharp edges • dropping heavy items • toxic materials, for example lead • trips and falls 	<ul style="list-style-type: none"> ✓ Objects selected for handling are robust and safe to touch (provide gloves if necessary). ✓ Staff/teachers/group leaders or volunteers supervise the handling session. ✓ Staff will brief children on how to handle the objects, pointing out key risk areas – e.g. heavy items, old cutting edges, loose pieces. ✓ Encourage children to wash their hands after handling objects. Ensure museum objects are returned to their boxes and off the floor before the class moves around to prevent trips and falls.

HOARD HUNTING: HIDDEN HISTORIES

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE



SETTING: BUXTON MUSEUM AND ART GALLERY		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at Buxton Museum and Art Gallery		✓ See the Buxton Museum generic risk assessment guidance
The Hoard Hunting activity: Working on the floor, 'excavating' finds from turf areas.	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> Falls, bumps, knocks 	<ul style="list-style-type: none"> ✓ Make it clear that there is no need to rush. ✓ Demonstrate taking care of equipment and artefacts to avoid damaging them.

ROMAN BUXTON

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE



SETTING: BUXTON MUSEUM AND ART GALLERY		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at Buxton Museum and Art Gallery		✓ See the Buxton Museum generic risk assessment guidance
Pot-mending activity: Working with pottery shards	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Dropping pottery • Cutting / grazing hands on pottery sherds. 	<ul style="list-style-type: none"> ✓ Sharp edges of pottery sanded off to leave smoother edge. ✓ Model extra special care of pottery pieces.
Counting and sorting Roman currency / mending jewellery, playing knuckle bones	Visiting children: <ul style="list-style-type: none"> • Choking on coins, knuckle bones or pieces of jewellery 	<ul style="list-style-type: none"> ✓ Facilitator, staff and responsible adults to supervise the use of small objects such as coins, jewels and bones. ✓ Explain to young children that these items are not to eat and should not be in the mouth!

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Unfamiliar environment.	Teachers, School group: <ul style="list-style-type: none"> • uncertainty of their role during the visit • unaware of facilities available • unfamiliar with emergency procedures. 	<ul style="list-style-type: none"> ✓ Teachers encouraged to make a pre-visit to the site and to discuss areas of concern with museum staff prior to visit. ✓ School visits are pre-booked. Provide group leader with booking confirmation letter, information on school and group visits, plan of museum and this risk assessment guidance. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Moving vehicles in car park	Staff, School group	<ul style="list-style-type: none"> ✓ Leaders should supervise their party off bus & into the reception area of Poole's Cavern. ✓ Coach parking at top of car park and footpath around car park to visitor centre. ✓ Buxton A&E minor injuries 5 minute's drive.
Fire	School staff, group visitors, site staff	<ul style="list-style-type: none"> ✓ Site fully alarmed, regularly tested. Staff trained in emergency procedures. ✓ Fire Assembly Point at far end of car park. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Serious accidents		<ul style="list-style-type: none"> ✓ Direct contact to emergency services. ✓ First aid equipment on site. ✓ Good response times by local Emergency Services. ✓ Buxton A&E minor injuries 5 minute's drive.
Getting lost	School staff, group visitors, site staff	<ul style="list-style-type: none"> ✓ Tours guided at all times.

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
		<ul style="list-style-type: none"> ✓ Group together at all times.
Temperature	School staff, children, group visitors. <ul style="list-style-type: none"> • Feeling cold, tired, uncomfortable. 	<ul style="list-style-type: none"> ✓ The cave underground is a constant 7 centigrade. ✓ Dress appropriately for cold conditions.
Feeling unwell	School staff, children, group visitors.	<ul style="list-style-type: none"> ✓ First aid equipment onsite. ✓ Group leader should escort ill person from cave with direction from the cavern guide.
Banging / knocking heads on cave walls / ceilings.	School staff, children, group visitors. <ul style="list-style-type: none"> • Head injuries 	<ul style="list-style-type: none"> ✓ Extra illumination & verbal warnings in narrower/lower passages. All Incidents reported, leading to any necessary procedural review. ✓ First aid staff and equipment on site. ✓ Buxton A&E minor injuries 5 minute's drive.
Emergency evacuation	School staff, children, group visitors.	<ul style="list-style-type: none"> ✓ Staff trained in evacuation procedure. Time of entry and number in cave recorded.
Lack of adult supervision for children.	Visitors, School group, Staff: <ul style="list-style-type: none"> • stress • trips, slips, falls 	<ul style="list-style-type: none"> ✓ Site staff are familiar with the generic risk assessments for working in public areas. ✓ Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Loss of lighting	Visitors, School group, Staff: <ul style="list-style-type: none"> • Stress • trips, slips, falls 	<ul style="list-style-type: none"> ✓ Automatic emergency system. ✓ Guide always carries torch.
Rock falls	Visitors, School group, Staff: <ul style="list-style-type: none"> • Stress • injury 	<ul style="list-style-type: none"> ✓ Daily safety check. ✓ Regular geological inspection.

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Flooding	Visitors, School group, Staff: <ul style="list-style-type: none"> • Stress • injury 	<ul style="list-style-type: none"> ✓ The underground stream does not reach the level of the path even in heavy rain. ✓ The cavern is safe to enter in any weather condition.
Large congregation of children.	Visitors, School group, Staff: <ul style="list-style-type: none"> • access routes impeded • trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Site staff meet groups in the foyer. Ensure children are gathered together to allow free movement for other visitors. ✓ Divide class up or spread out to prevent overcrowding.
Working in large groups.	Visitors, School group, Staff: <ul style="list-style-type: none"> • access routes impeded • trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Children gather or sit down in a group, with access routes kept clear. Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Divide full group into smaller groups for activities.
Site staff and external facilitators working with children.	Children, Staff, External facilitators: <ul style="list-style-type: none"> • inappropriate behaviour towards children 	<ul style="list-style-type: none"> ✓ Staff and facilitators will be appropriately trained and experienced according to the Trust recruitment policy. They will undergo DBS clearance where appropriate, in accordance with the Trust Safeguarding policy.
Other visitors to the site	School group, Visitors: <ul style="list-style-type: none"> • unauthorised photography or filming of children • allegations of inappropriate behaviour. 	<ul style="list-style-type: none"> ✓ Staff to enforce rules about members of the public only using cameras with formal permission of the people being photographed. ✓ Staff and teachers should be aware of what other visitors are photographing. ✓ Site staff taking photographs or filming a visit have gained permission from the school via the Photography consent form (See appendix B)
Lack of preparation for children with additional or special needs.	Staff, School group: <ul style="list-style-type: none"> • less integration into activity of children with additional or special needs than would be desirable • risk of personal injury 	<ul style="list-style-type: none"> ✓ When a booking is taken, the museum will enquire about additional or special needs that the children have, to ensure staff are aware and can be prepared to assist as necessary. ✓ Teachers and accompanying adults ✓ understand they remain responsible for the children during the whole

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
		visit. ✓ Encourage teachers/carers to discuss any requirements and adjustments needed with staff prior to the visit. ✓ Workshop delivery staff trained in working with people with additional needs.
Stairs, uneven and slippery floors.	Staff, School group, Visitors: • trips, slips, falls.	✓ Daily site safety inspection and regular maintenance. ✓ Cleaning/spillage/housekeeping procedures. ✓ Sufficient members of staff are available, equipped with radios (turned on), to ensure visitor safety. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A) ✓ Stairs and walkways are free of obstruction. Children should use the stairs safely and responsibly. ✓ Wear sensible footwear during visit
Low light levels.	Staff, School group: • trips, slips, falls • children worried or frightened by dark	✓ Ensure children are informed about varying light levels. Ensure children are accompanied in case a child becomes distressed.
Manual handling of artefacts and equipment	Staff, School group: • cuts from sharp edges • dropping heavy items • toxic materials, for example lead • trips and falls	✓ Objects selected for handling are robust and safe to touch (provide gloves if necessary). ✓ Staff/teachers/group leaders or volunteers supervise the handling session. ✓ Staff will brief children on how to handle the objects, pointing out key risk areas – e.g. heavy items, old cutting edges, loose pieces. ✓ Encourage children to wash their hands after handling objects. Ensure museum objects are returned to their boxes and off the floor before the

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
		class moves around to prevent trips and falls.
Use of toilets	Staff, School group: <ul style="list-style-type: none"> trips, slips, falls 	<ul style="list-style-type: none"> ✓ Toilets cleaned and maintained on a daily basis. ✓ School/Group leaders asked to supervise children using facilities. ✓ Regular checks by staff. ✓ Wear sensible footwear during visit.
Buxton Country Park Woodlands	Staff, School group: <ul style="list-style-type: none"> trips, slips, falls 	<ul style="list-style-type: none"> ✓ Regular maintenance. ✓ Schools/Groups using the Woodland area do so unsupervised by Poole's Cavern staff unless booked on to a workshop activity. ✓ Wear sensible footwear during visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A) ✓ Assess weather conditions, wind and rain may affect safe access to woodlands.
Play area, picnic area and school room	Staff, School group:	<ul style="list-style-type: none"> ✓ Children should be supervised at all times. ✓ Litter should be collected and placed in bins provided. ✓ Extra bags provided on request.



CHARLIE LIMEBURNER

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

SETTING: BUXTON COUNTRY PARK / GRIN LOW WOODS / SCHOOL EDUCATION ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at Poole's Cavern and country Park		✓ See Poole's Cavern and Country Park risk assessment guidance
Working in the woods	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Trips, slips and falls • Cuts to hands or fingers 	✓ <u>Brief participants before going into the woods:</u> ✓ Watch footing and take care on uneven ground, ✓ Walk, don't run. ✓ Stay away from top of steep slopes. ✓ Report accidents to member of staff for first aid. ✓ Stay with group at all times. ✓ Be careful when working on the ground or picking objects up. ✓ Stay away from sharp objects or waste materials. ✓ Never climb or clamber above the ground. ✓ Wear sensible sturdy footwear.
Quarrying and loading activity	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Strains or back injuries 	✓ Do not allow heavy lifting. ✓ If using quarry hammers, any hammering / chipping / breaking will be modelled, explained, and closely supervised at all times.

SETTING: BUXTON COUNTRY PARK / GRIN LOW WOODS / SCHOOL EDUCATION ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
	<ul style="list-style-type: none"> • Trips, slips and falls • Cuts to hands or fingers 	<ul style="list-style-type: none"> ✓ Lifting of materials will be done adhering to good manual handling practice.



CAVE TOUR

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

SETTING: POOLE'S CAVERN		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Risks associated with tours of the cavern are covered in the Generic risks at Poole's Cavern and country Park		<ul style="list-style-type: none"> ✓ See Poole's Cavern and Country Park risk assessment guidance

SETTING: THE PUMP ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Unfamiliar environment.	Teachers, School group: <ul style="list-style-type: none"> • uncertainty of their role during the visit • unaware of facilities available • unfamiliar with emergency procedures. 	<ul style="list-style-type: none"> ✓ Teachers encouraged to make a pre-visit to the site and to discuss areas of concern with museum staff prior to visit. ✓ School visits are pre-booked. Provide group leader with booking confirmation letter, information on school and group visits, plan of museum and this risk assessment guidance. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Arrival to site	Staff, School group	<ul style="list-style-type: none"> ✓ Leaders should supervise their party off bus and to reception area of the Pump Room ✓ Coach drop off outside Thermal Baths / Cavendish Arcade / Turner's memorial The Crescent, Buxton SK17 6AS ✓ Short walk via paved paths to the Pump Room.

Fire	School staff, group visitors, site staff	<ul style="list-style-type: none"> ✓ Site fully alarmed, regularly tested. Staff trained in emergency procedures. ✓ Fire Assembly Point explained to group at start of visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Serious accidents	School staff, group visitors, site staff	<ul style="list-style-type: none"> ✓ Direct contact to emergency services. ✓ First aid equipment on site. ✓ Good response times by local Emergency Services. ✓ Buxton A&E minor injuries 5 minute's drive.
Getting lost	School staff, group visitors, site staff	<ul style="list-style-type: none"> ✓ Group supervised at all times by site staff and/or school group leaders. ✓ Group stay together at all times.
The oval pool	Children tripping, falling or climbing in to the oval pool.	<ul style="list-style-type: none"> ✓ Staff / volunteer supervision of children by the oval pool at all times, even if they are with carers ✓ Ratios of adult to children no less than: <ul style="list-style-type: none"> 0-5 years 1:1 5-7 years 1:3 7+ years 1:6
Temperature	School staff, children, group visitors. <ul style="list-style-type: none"> • Feeling cold, tired, uncomfortable. 	<ul style="list-style-type: none"> ✓ The building can be cold and damp during winter so visitors may want to keep coats / layers on.
Feeling unwell	School staff, children, group visitors.	<ul style="list-style-type: none"> ✓ First aid equipment onsite.
Lack of adult supervision for children.	Visitors, School group, Staff: <ul style="list-style-type: none"> • stress • trips, slips, falls 	<ul style="list-style-type: none"> ✓ Site staff are familiar with the generic risk assessments for working in public areas. ✓ Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A)
Flooding	Visitors, School group, Staff: <ul style="list-style-type: none"> • Stress 	<ul style="list-style-type: none"> ✓ The underground stream does not reach the level of the path even in heavy rain.

SETTING: THE PUMP ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
	<ul style="list-style-type: none"> injury 	<ul style="list-style-type: none"> ✓ The cavern is safe to enter in any weather condition.
Large group management.	Visitors, School group, Staff: <ul style="list-style-type: none"> access routes impeded trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Site staff meet groups on arrival. ✓ Ensure children are gathered together to allow free movement for other visitors. ✓ Divide class up or spread out to prevent overcrowding. ✓ Teachers and accompanying adults understand they remain responsible for the class during the whole visit. ✓ Divide full group into smaller groups for activities.
Site staff and external facilitators working with children.	Children, Staff, External facilitators: <ul style="list-style-type: none"> inappropriate behaviour towards children 	<ul style="list-style-type: none"> ✓ Staff and facilitators will be appropriately trained and experienced according to the Trust recruitment policy. ✓ They will undergo DBS clearance where appropriate, in accordance with the Trust Safeguarding policy.
Other visitors to the site	School group, Visitors: <ul style="list-style-type: none"> unauthorised photography or filming of children allegations of inappropriate behaviour. 	<ul style="list-style-type: none"> ✓ Staff to enforce rules about members of the public only using cameras with formal permission of the people being photographed. ✓ Staff and teachers should be aware of what other visitors are photographing. ✓ Site staff taking photographs or filming a visit have gained permission from the school via the Photography consent form (See appendix B)
Support for children with additional or special needs.	Staff, School group: <ul style="list-style-type: none"> less integration into activity risk of personal injury 	<ul style="list-style-type: none"> ✓ When a booking is taken, the museum will enquire about additional or special needs that the children have, to ensure staff are aware and can be prepared to assist as necessary. ✓ Teachers and accompanying adults understand they remain responsible for the children during the whole visit. ✓ Encourage teachers/carers to discuss any requirements and adjustments needed with staff prior to the visit.

SETTING: THE PUMP ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
		<ul style="list-style-type: none"> ✓ Workshop delivery staff trained in working with people with additional needs.
Stairs, uneven and slippery floors.	Staff, School group, Visitors: <ul style="list-style-type: none"> • trips, slips, falls. 	<ul style="list-style-type: none"> ✓ Daily site safety inspection and regular maintenance. ✓ Cleaning/spillage/housekeeping procedures. ✓ Sufficient members of staff are available to ensure visitor safety. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A) ✓ Stairs and walkways are free of obstruction. Children should use the stairs safely and responsibly. ✓ Wear sensible footwear during visit
Handling of artefacts and equipment	Staff, School group: <ul style="list-style-type: none"> • cuts from sharp edges • dropping heavy items • toxic materials, for example lead • trips and falls 	<ul style="list-style-type: none"> ✓ Objects selected for handling are robust and safe to touch (provide gloves if necessary). ✓ Staff/teachers/group leaders or volunteers supervise the handling session. ✓ Staff will brief children on how to handle the objects, pointing out key risk areas – e.g. heavy items, old cutting edges, loose pieces. ✓ Encourage children to wash their hands after handling objects. ✓ Ensure museum objects are returned to their boxes and off the floor before the class moves around to prevent trips and falls.
Use of toilets	Staff, School group: <ul style="list-style-type: none"> • trips, slips, falls 	<ul style="list-style-type: none"> ✓ Toilets cleaned and maintained on a daily basis. ✓ School/Group leaders asked to supervise children using facilities. ✓ Regular checks by staff. ✓ Wear sensible footwear during visit.

<p>The Slopes Park</p>	<p>Staff, School group:</p> <ul style="list-style-type: none"> trips, slips, falls 	<ul style="list-style-type: none"> ✓ Regular maintenance. ✓ Schools/Groups using the Woodland area do so unsupervised by Poole's Cavern staff unless booked on to a workshop activity. ✓ Wear sensible footwear during visit. ✓ Teachers/group leaders and groups are briefed on all relevant local arrangements for health and safety, fire, first aid etc during welcome briefing (see appendix A) ✓ Assess weather conditions, wind and rain may affect safe access to woodlands.
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BUXTON: WATER AND WELL WOMEN

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

<p>SETTING: THE PUMP ROOM</p>		
<p>What are the hazards?</p>	<p>Who might be harmed and how?</p>	<p>What control measures are already in place?</p>

SETTING: THE PUMP ROOM		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at The Pump Room		✓ See the Pump Room generic risk assessment guidance
Experimenting with and testing the waters	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Spills creating wet, slippery floors • Breakage of glass creating sharps. 	<ul style="list-style-type: none"> ✓ Model extra special care of glass receptacles and ensure close supervision of pupils by workshop leader and visiting staff and adults. ✓ In the case of any breakages / spillages, immediately stop workshop in order to clear away safely. ✓ Use only approved school-standard chemical testing materials, and the waters from the Pump Room and St Anne's Wells and taps. ✓ Thoroughly clean any receptacles before and after use.
Taking exercise on the slopes	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Trips, slips and falls 	<ul style="list-style-type: none"> ✓ Take care on slippery or uneven ground around the Pump Room, St Anne's Well and on the steep gradients of the Slopes park. ✓ <u>Brief participants with the following before going up:</u> ✓ Watch footing and take care on uneven ground ✓ Walk, don't run. ✓ Report accidents to member of staff for first aid. ✓ Stay with group at all times. ✓ Be careful when working on the ground or picking objects up. ✓ Stay away from sharp objects or waste materials. ✓ Never climb or clamber above the ground. ✓ Wear sensible sturdy footwear.



POXES, POTIONS AND THE APOTHECARY

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

SETTING: THE PUMP ROOM / BUXTON CRESCENT		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at The Pump Room		<ul style="list-style-type: none"> ✓ See the Pump Room generic risk assessment guidance
Creating bogus 'potions and cures' for the children's imagined illnesses.	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Spills creating wet, slippery floors Breakage of glass creating sharps.	<ul style="list-style-type: none"> ✓ Model extra special care of glass receptacles and ensure close supervision of pupils by workshop leader and visiting staff and adults. ✓ In the case of any breakages / spillages, immediately stop workshop in order to clear away safely. ✓ Use only safe, organic, non-toxic or allergic materials in the resourcing of the potion ingredients.
Walking to and from learning space in Cavendish arcade	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Trips, slips and falls 	<ul style="list-style-type: none"> ✓ Stay on pedestrian-only paths walking to and from other rooms. ✓ <u>Brief participants before going across</u> ✓ Watch footing and take care on uneven ground, ✓ Walk, don't run. ✓ Report accidents to member of staff for first aid. ✓ Stay with group at all times. ✓ Be careful when working on the ground or picking objects up. ✓ Stay away from sharp objects or waste materials. ✓ Never climb or clamber above the ground. ✓ Wear sensible sturdy footwear.



SETTING: THE PUMP ROOM / BUXTON CRESCENT		
What are the hazards?	Who might be harmed and how?	What control measures are already in place?
Generic risks at The Pump Room		✓ See the Pump Room generic risk assessment guidance
Making a Buxton Crescent using paper and card.	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Cuts with scissors. • Ingestion of harmful substances 	<ul style="list-style-type: none"> ✓ Use child-appropriate scissors, craft tools and materials only. ✓ Use only approved water-based glues. ✓ Model taking care with scissors. Demonstrate careful process of making. ✓ Maintain calm environment – no need to rush!
Walking to and from learning space in Cavendish arcade	Visiting staff, visiting children, workshop facilitator: <ul style="list-style-type: none"> • Trips, slips and falls 	<ul style="list-style-type: none"> ✓ Stay on pedestrian-only paths walking to and from. ✓ <u>Brief participants before going across</u> ✓ Watch footing and take care on uneven ground. ✓ Walk, don't run. ✓ Report accidents to member of staff for first aid. ✓ Stay with group at all times. ✓ Wear sensible sturdy footwear.

NB This Assessment is not exhaustive and management must ensure that significant risks not covered by this Risk Assessment are assessed before activity is undertaken.