Risk Assessment Guidance

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 are 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 familiarise themselves with this document.

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: • uncertainty of their role during the visit • unaware of facilities available • unfamiliar with emergency procedures.	✓ 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 information on school and group visits, and this risk assessment guidance. ✓ Teachers/group leaders and groups are given information on all relevant local arrangements for health and safety, fire, first aid etc during (see appendix A)
Arrival to site	Staff, School group	✓ 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	✓ 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 given information on all relevant local arrangements for health and safety, fire, first aid etc during (see appendix A)
Serious accidents	School staff, group visitors, site staff	✓ 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	✓ 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 into the oval pool.	✓ Staff / volunteer supervision of children by the oval pool at all times, even if they are with carers ✓ Do not allow children to put their hands into the water
Temperature	School staff, children, group visitors. • Feeling cold, tired, uncomfortable.	✓ 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.	✓ First aid equipment onsite.
Lack of adult supervision for children.	Visitors, School group, Staff: • stress • trips, slips, falls	✓ 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 given information on all relevant local arrangements for health and safety, fire, first aid etc during (see appendix A)

Large group management.	Visitors, School group, Staff: • access routes impeded • trips, slips, falls.	✓ 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: • inappropriate behaviour towards children	✓ 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: • unauthorised photography or filming of children • allegations of inappropriate • behaviour.	✓ 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 Booking Form
Support for children with additional or special needs.	Staff, School group: • less integration into activity • risk of personal injury	✓ 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. ✓ 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 to ensure visitor safety. ✓ Teachers/group leaders and groups are given information on all relevant local arrangements for health and safety, fire, first aid etc during (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: • 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 class moves around to prevent trips and falls.
Use of toilets	Staff, School group: • trips, slips, falls	✓ 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: WATER AND WELL WOMEN

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

SETTING:	THE PUMP ROOM	
What are the hazards?	**Who might be harmed and how?**	**What control measures are already in place?**
Experimenting with and testing the waters	Visiting staff, visiting children, workshop facilitator: • Spills creating wet, slippy floors • Breakage of glass creating sharps.	✓ 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.

BUILDING BUXTON

WORKSHOP SPECIFIC RISK ASSESSMENT GUIDANCE

SETTING:	THE PUMP ROOM/OUTSIDE	
What are the hazards?	**Who might be harmed and how?**	**What control measures are already in place?**
Use of scissors	Visiting staff, visiting children, workshop facilitator	✓ Ensure scissors are used safely and with supervision
Traffic	Visiting staff, visiting children, workshop facilitator	✓ Make the visiting staff and children aware that there may be cars parking and using the forecourt of the Crescent particularly around checking in (3pm) and checking out (11am) times. Encourage staff members to oversee the group ✓ Make the visiting staff and children aware that the road in front of the Pump Room is a one-way road and not a pedestrianised road.
Members of the Public	Visiting staff, visiting children, workshop facilitator	✓ Be aware of public spaces and access to the Well
Slips	Visiting staff, visiting children, workshop facilitator	✓ In wet weather, the paths on the slopes and some steps can be slippy.
Water	Visiting staff, visiting children, workshop facilitator	✓ Close proximity to the water in the fountains in front of the Crescent. Ensure children do not lean into the water.

SETTING:	THE BUXTON CRESCENT VISITOR EXPERIENCE	
What are the hazards?	**Who might be harmed and how?**	**What control measures are already in place?**
Slips, trips & falls	Visiting staff, visiting children, workshop facilitator may sustain injuries if they trip over objects or slip on spillages.	✓ Good general housekeeping is carried out. ✓ All staff to immediately clear any risks. ✓ Regular housekeeping checks. ✓ Managers to conduct random spot checks.
Uneven floors	Visiting staff, visiting children, workshop facilitator may sustain injuries if they trip on uneven floor.	✓ Signage. ✓ Staff to verbally signpost before tours commence and ahead of hazards during the tours.
Low ceilings, low light levels	Visiting staff, visiting children, workshop facilitator may sustain injuries to head and upper body.	✓ Signage. ✓ Staff to verbally signpost before tours commence and ahead of hazards during the tours.
Steep, uneven stairs	Visiting staff, visiting children, workshop facilitator may sustain injuries via slips or falls.	✓ Signage. ✓ Staff to verbally signpost before tours commence and on tours before descent and before ascent. ✓ Ensure less able-bodied are offered lift access.
Heating pipes and radiators	Visiting staff, visiting children, workshop facilitator may sustain burn injuries as a result of brushing against hot heating pipework.	✓ Pipe work to be lagged. ✓ Signage applied. ✓ Staff training and awareness.
Self-closing doors	Elderly, less able bodied and wheelchair users may sustain injuries if doors close unexpectedly.	✓ Signage ✓ Staff to verbally signpost on tours before moving between rooms.

Using lift access for wheelchair users and less able bodied	Access and egress from lift.	✓ Accompanied by a staff member at all times whilst moving inside and out of the lift.
Urgent emergency building evacuation of less able bodied and wheelchair visitors in case of fire or other significant incident.	Evacuees and the evacuators	✓ EVAC chair to be used. One staff member operating chair. ✓ Second staff member opening doors and acting as guider to lead visitors from the building to evacuation point. ✓ After accounting for all visitor report to BCHT Fire Marshall. ✓ Then report to Hotel Fire Control Marshall.
Urgent emergency building evacuation of visitors in case of fire or other significant incident.	Evacuees and the evacuators	✓ Staff member to lead visitors from the building to evacuation point. ✓ After accounting for all visitors report to the BCHT Fire Marshall. ✓ Then report to Hotel Fire Control Marshall.
Non-urgent emergency evacuation of visitors.	Evacuee and the evacuators	✓ Follow directions of emergency services staff. ✓ If BCHT EVAC chair used one staff member operating the chair. ✓ Second staff member opening doors and acting as guider.
Room hazards: Use of VR can cause dizziness	Visiting staff, visiting children	✓ Ensure visitors that if they feel uncomfortable with the experience, they can remove headsets and watch via screens ✓ Ensure visitors remain seated ✓ Ensure visitors don't stand up too quickly
Room hazards: Motion and flashing lights in Water Treatment room	Visiting staff, visiting children	✓ Prepare visitors before they enter that there is movement on the floor, and some flashing lights ✓ Reassure visitors that if they feel uncomfortable at any point they can sit down or go into the previous/next room

Risk Assessment Guidance

SETTING:	THE ASSEMBLY ROOM	
What are the hazards?	**Who might be harmed and how?**	**What control measures are already in place?**
Trips and falls	Visiting staff, visiting children, workshopfacilitator	✓ All rooms kept clear of obstructions. ✓ Limited attendance numbers. ✓ Safety briefing. ✓ First aid available. ✓ Take extra care on stairs (use lifts for people with mobility support needs)
Visitor orientation – getting lost in building	Visiting staff, visiting children, workshopfacilitator	✓ Staff / volunteers present to direct visitors. Signage – eg. ‘’ this way’ and ‘no entry’ to avoid accessing wrong part of building. Security locks on doors.

APPENDIX A

Emergency Evacuation from the Visitor Experience

- When the alarm sounds, your guide/host will escort your group to the nearest exit, ensuring that all the group are accounted for and leave the building.
- The group will be escorted to The Pump Room and will await the all-clear from the Hotel Staff.
- In the case of immobile visitors, the EVAC chair will be mobilised by trained members of staff.

Emergency Evacuation from the Pump Room

- When the alarm sounds, your guide/host will escort your group to the nearest exit, ensuring that all the group are accounted for and leave the building.
- The group will be escorted to the fire assembly point and will await the all-clear from Pump Room Staff.

First Aid

- There is a first aid kit behind the counter in The Pump Room
- There is a First Aid Kit in the downstairs staffroom of the Visitor Experience.