



National Museum of Rural Life

Risk Assessment Guidance for Schools and other Educational Visits

The National Museum of Rural Life welcomes schools and other educational groups to our museum and working farm. These notes are provided to help educators complete their general risk assessment for their visit.

It is strongly recommended that all educators visit the museum and carry out their own risk assessment before bringing a group here. This document is designed to help group leaders carry out their own risk assessment and should not act as a replacement for the visitor's own full risk assessment.

We ask that pupils visiting in school groups are accompanied at all times during their visit at a ratio of:

1 adult: 5 pupils (under the age of 5)

1 adult: 10 pupils (primary school pupils)

1 adult: 15 pupils (secondary school pupils)

Where pupils require support on a 1:1 ratio, this adult should be included over and above these ratios.

It is essential that all members of your group understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group

Hazards and risks, and controls in place or recommended

Hazard and risk: drop off and pick up from coach at turning circle.

Controls recommended:

- Coaches and buses should not use the turning circle in front of the museum building as this is not designed for the size and weight of coaches. Instead, there is a designated drop-off point for school groups at the top of the visitor car park. Children can then walk down via the designated footpath. This walk to the museum involves crossing a public road therefore children should be supervised at all times during the walk to the museum

- After dropping, coaches can be parked in the coach park opposite the entrance from the roundabout.
- On collection of pupils, coaches should again move to the dropoff point at the top of the car park.

Hazard and risk: outdoor environments

Controls recommended:

Schools should be prepared for their visit to be partly outdoors and be prepared for any weather. Suitable outdoor clothing and shoes should be worn by the group.

Hazard and risk: uneven ground and flooring – risk of tripping and accidental injury

Controls recommended:

- Learners should walk, and not run, anywhere on the site. For individuals with mobility concerns the Farm explorer trailer can provide transportation to the farm and back to the museum
- Fences and barriers should not be climbed or crossed
- Gates should not be climbed over, gates must be closed behind you. If a gate has a warning notice, eg no entry at this time, you should wait behind the gate until a member of the team advises that it is safe and they will open the gate for you.

Hazard and risk: Spread of disease through touching animals

Controls recommended:

- Adult supervision
- No eating or drinking permitted at the farm
- No touching or feeding the animals
- Before leaving the farm, hands should be washed with soap and water

Hazard and risk: vehicles – risk of being hit by a vehicle. The road by the museum is a public road and vehicles may be travelling at speed.

Controls in place:

- Road markings and signage at courtyard gates and footpath advising public road ahead beware.
- Heavy vehicle signage present on footpath and tractors in operation signage present at farm steading

Controls recommended:

- Visitors should take the same precautions crossing any road on site as they would in a public place
- Learners must be careful when crossing both roads on the way to the farm. They must look left and right when crossing and take care whilst crossing the roads. They should be supervised by staff as they cross the road.

Hazard and risk: Injury on Farm Explorer (tractor trailer) ride

Controls in place:

- Safety briefing delivered by museum staff before the tractor trailer sets off and visitors supervised getting on and off
- Maximum group size per journey (18)

Controls recommended:

- Ensure all members of group listen carefully to safety briefing and follow instructions given, including remaining seated at all times on the journey and not resting heads against windows
- Eating and drinking is not permitted onboard the Farm Explorer

Hazard and risk – Use of Interactives

Controls in place – All interactives are designed to be safe if used in an appropriate manner. Visitors are excluded from moving parts etc for safety purposes.

Controls recommended - when using interactives children should be supervised to ensure they are used in an appropriate fashion and what they were designed for. Do not allow throwing of loose objects like blocks etc, do not throw paper planes at another person. Appropriate numbers of children should use an interactive at any given time.

Hazard and risk- Fire

Controls in place:

If fire alarm goes off, school groups must meet at the fire muster point at the playpark beside the museum. If they are at the farm, the fire muster point is at the bus shelter.

School leaders should have a list of all pupils with them to check the full group is at the muster point.

Hazard and risk – First Aid Incidents

First aiders are always on site and can be summoned via radio by any member of museum staff. We also have a designated first aid room.

We have a fully automatic defibrillator on site

We are within a short distance of major hospitals.

Hazard and Risk – Butter Making and Ice Cream Making workshops

Control Measures: Museum staff are trained in food hygiene

Schools should alert the museum in advance about pupils with allergies – these pupils can be given alternative foodstuffs.