

SCHOOL VISIT RISK ASSESSMENT

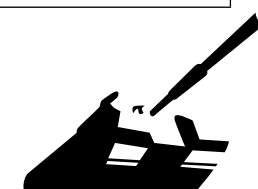
THE TANK MUSEUM EDUCATION SERVICE

Below is a general risk assessment for use by school groups visiting the Tank Museum. Museum staff, specifically the Wardens are present in the display halls at all times to provide guidance and answer queries but it is the responsibility of school staff to ensure that students are supervised at all times. Recommended minimum supervisory ratio, as laid down in the DFES publication *"Health and Safety of Pupils on Educational Visits"* is as follows:

- Years 1-3: 1 adult to 6 pupils
- Years 4-6: 1 adult to 10-15 pupils
- Year 7 onwards: 1 adult to 15-20 pupils.

Specific queries should be addressed to the Education Officer; by email, education@tankmuseum.org or telephone, **01929 405096** .

Nature of Risk	Preventative Measures to be taken	Action by
<p>1. <u>Traffic in car park and Museum environs.</u> The Museum car park is frequently busy and an access road used by visitors and users of adjacent facilities runs past the entrance.</p>	<p>Buses can park immediately outside the main entrance to the Museum for short periods to drop and pick up groups.</p> <p>If school groups are using own transport and wish to use the Museum car park, students must be escorted the short distance from the car park to the Museum.</p>	<p>School staff.</p>
<p>2. <u>Tripping/falling within Museum.</u> Some areas of floor surface within the Museum are uneven, particularly in the junction areas between display halls. Additionally, after cleaning or in wet weather, some surfaces may become wet.</p>	<p>Students instructed not to run within the Museum. Wet areas to be marked/mopped up.</p>	<p>Education Officer School staff Wardens Cleaning staff..</p>

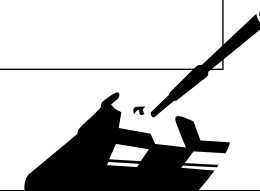


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<p>3. <u>Falls resulting from climbing on vehicles.</u> Many vehicles have slippery, curved exteriors and potential trip hazards.</p>	<p>Students instructed not to climb on vehicles except specific examples where access is permitted.</p> <p>Unauthorised climbing may also result in damage to the exhibits.</p>	<p>Education Officer School staff Wardens.</p>
<p>4. <u>Injuries from collisions with vehicles in display halls.</u> The display halls are in places crowded with narrow access corridors between vehicles. Vehicles also have protruding parts such as barrels, mudguards, etc.</p>	<p>Students instructed not to run within the Museum and to maintain awareness of the environment.</p> <p>Specific hazards to be screened/taped off.</p>	<p>Education Officer School staff Wardens.</p>
<p>5. <u>Injuries sustained during access to vehicles,</u> e.g. trips, falls, head injuries. Potential falls from top of vehicle, slipping on entrance steps, cramped interior, various trip hazards, danger to head/body from projecting components.</p>	<p>Close supervision by Museum staff and instruction on entering/exiting vehicles, specifically:</p> <ol style="list-style-type: none"> 1. Chieftain. Access only via steps provided, up turret and into top hatches. All movement as far inboard as possible. Main gun and turret manual traverse controls to be made safe. Member of Museum staff to be inside turret at all times. Numbers to be controlled (max 3), and students waiting to board to be kept well clear. 2. Mark IV. Internally cramped, so students to be instructed to take care inside and particularly to keep heads low. Once inside, to sit where possible. Access only via steps provided, member of Museum staff to be inside vehicle at all times, numbers inside to be limited (max 8). 	<p>Education Officer School staff Wardens.</p>
<p>6. <u>Distress caused to young/nervous children in WW 1 Trench</u> through noise/darkness/special effects.</p>	<p>The World War 1 trench reconstruction includes authentic mannequins and noises of battle and is a dark and noisy environment. Education Officer to liaise with school staff regarding any children who may find this distressing.</p>	<p>Education Officer School staff.</p>
<p>7. <u>Injuries caused by lifting/dropping shells and other heavy items.</u> Some activities involve the handling of tank components, shells and other heavy objects.</p>	<p>To be done under supervision and with due care. Warnings as to weight to be given beforehand.</p>	<p>Education Officer School staff Wardens.</p>



<p>8. <u>Potential hazards caused by original artefacts in Home Front House/Handling Collection</u>, e.g. gas masks, sewing machine, mincer, etc.</p>	<p>Artefacts to be viewed/handled under close supervision. Potentially hazardous items not to be handled. Gas mask replicas made available for trying on, originals not to be used. Small groups (>12) only to be allowed in Home Front House. Education Officer to liaise with school staff regarding any children who may find Air Raid Siren noise distressing.</p>	<p>Education Officer School staff Wardens.</p>
<p>9. <u>Child Protection issues, resulting from potential contact between students and members of the public</u>. The Museum display halls and grounds are open to the general public.</p>	<p>School groups to be supervised by school staff at all times, to include visits to shop, café, lavatories.</p>	<p>Education Officer School staff Wardens.</p>
<p>10. <u>Child Protection issues, resulting from contact between students and Museum staff and volunteers</u>.</p>	<p>All Museum staff and volunteers to have been submitted for CRB checking.</p>	<p>Museum HR Officer.</p>
<p>11. <u>Potential allergic reactions</u>, resulting from contact with diesel, oil, etc, craft materials; e.g. clay, glue, paint. Asthmatic reactions to dust, fumes, etc, present when vehicles running.</p>	<p>Education Officer to liaise with school staff regarding potential allergies.</p> <p>Spillages of fuel, lubricants, etc to be cleared up. Vehicle halls to be kept well ventilated when vehicles are running to prevent fume build-up.</p>	<p>Education Officer School staff Wardens</p>
<p>12. <u>Fire Evacuation</u>.</p>	<p>At the sounding of the fire alarm, members of Museum staff will ensure that school staff and students leave the Museum by the nearest marked fire exit and proceed to the far side of the main Museum car park. School staff will be responsible for conducting a roll call and will notify Museum staff of any missing group members. Museum staff will conduct any necessary searches. Members of any school group will under no circumstances re enter the Museum until any potential fire or other emergency has been dealt with and permission to re enter has been given by the Museum duty manager.</p>	<p>Education Officer School staff Wardens</p>

