

# ***EDUCATION – RISK ASSESSMENT***

## **SCHOOL VISITS TO THE DINOSAUR MUSEUM**

### **Risk Assessment & Information**

The Dinosaur Museum is part of World Heritage and as such is insured with Norwich Union for Public Liability Insurance. The minimum amount of cover provided by this policy is no less than £5 million. The Museum is a member of South West Tourism and is part of the English Tourism Council's code of practice for Attractions. It is a member of the Geologist Curator's Group, the Dorset Museums Association, and the South West Federation of Museums & Art Galleries.

1/ The group leader should be aware of all Local Education Authority guidelines regarding school visits.

2/ School parties do not visit any high risk areas in the Museum. The school should arrange adequate supervision as necessary. It must be emphasized that primary responsibility for the supervision of children on the visit rests with the teachers/helpers, and every group should be accompanied by the appropriate number of teachers/helpers in relation to the number of children. Within the Museum it is often advisable for school parties to split into smaller groups to aid the educational process. Each of these smaller groups must have a teacher/helper supervising it at all times.

3/ The majority of the Museum is indoors, with the exception of the courtyard, which borders a pavement but is separated from that by iron railings, and locked gates.

4/ There are limited public toilet facilities at the Dinosaur Museum.

5/ All potentially dangerous chemicals are stored in locked cupboard.

6/ Any necessary First Aid treatment should ideally be provided by teachers/supervisors and details regarding specific medical problems i.e. allergy to plasters should be fully ascertained by them. A First Aid Kit is available at the Museum. The nearest hospital is Dorset County Hospital, which has an Accident & Emergency Department, and is located only a mile distant.

7/ Please note that the staff and parent helpers are allowed in free on a basis of one to every ten children for the purpose of supervision.

8/ In accordance with LEA and HSE guidelines we advise that teachers should always make their own exploratory visit to carry out their own specific risk assessment with the needs of their particular group in mind, and to familiarise themselves with the Dinosaur Museum and its environs. These preliminary visits are free of charge to teachers who have booked a visit or who are proposing to book a visit.

## ***Risk Assessment for Schools & Groups***

### **Introduction:**

This risk assessment has been compiled to provide information to schools and similar groups visiting The Dinosaur Museum, in Dorchester. It is strongly recommended, in line with national and local education authority guidelines, that teachers and supervisory staff carry out their own specific risk assessment prior to the main visit.

The Dinosaur Museum is situated in the centre of Dorchester – the county town of Dorset. Coach parking is at the 'Top of Town' coach park some 1,000 metres distant from the Museum. However coaches can 'drop off' and 'pick up' directly outside the Dinosaur Museum in Icen Way.

Whilst all school groups are under the general guidance of the Museum Staff, responsibility for the pupils rests at all times with the supervising teachers. The risk assessment is based on the understanding that groups are supervised by an appropriate number of teachers and Parent/Carers in accordance with their own education authority standards.

### **Risk Levels:**

It is deemed that the overall risk level for the Dinosaur Museum is LOW MEDIUM.

The Dinosaur Museum has a planned strategy for health and safety with regular revisions and updates.

All fire prevention equipment is regularly tested by a qualified engineer.

First Aid Kit is available.

### **Arrival:**

The Dinosaur Museum is situated on the corner of Durngate Street and Icen Way in the town centre.

#### ***Hazards***

Traffic

#### ***Controls***

Children can access the Museum directly from the pavement. Teachers should wear high visibility waistcoats.

LOW RISK

## Buildings:

### Hazards

### Controls

Glass

Toughened glass or Perspex used throughout in display cases.

Falling objects

Displays are fixed where necessary.

Fire

All fire and safety equipment tested regularly. Fire prevention practised.

Automatic fire alarm system, emergency lighting, and fire extinguishers all present.

Hazardous Substances

Children do not have access to any hazardous substances.

LOW RISK

Slips, Trips & Falls-Downstairs

Level floors throughout inside. Adequate lighting levels. Children under supervision at all times – running should be controlled.

LOW RISK

Slips, Trips & Falls–Stairs & Upper floor

Children should take extra care on the stairs, which are steeper than normal, and use handrails provided. Upper floor at two levels joined by same stairs - extra care should be taken. Children under supervision at all times

LOW MEDIUM RISK

## COURTYARD

### Hazards

### Controls

Slips, Trips & Falls

Paved surface not entirely level. Extra care should be taken. Children under supervision at all times

LOW MEDIUM RISK

Public on pavement

Courtyard separated from pavement by iron railings and locked gate. Children must be under supervision if in the Courtyard.

LOW RISK

The Dinosaur Museum has Public Liability Insurance for a minimum of £5 million. This is renewed annually and the present policy is with Norwich Union – renewal date 20<sup>th</sup> July.

## Appendix:

The Dinosaur Museum:

Museum		01305 269880
Curator	Tim Batty	01305 269741
Email	info@thedinosaurmuseum.com	
Coach Parking:	West Dorset District Council	01305 251010
Nearest Hospital:	Dorset County Hospital Williams Avenue, Dorchester, DT1 2JY	01305 251150
	<i>This has a full Accident &amp; Emergency Dept.</i>	
Emergency Services:	Ambulance/Police/Fire	999
Police:	Dorchester Police Station Dorset Police Headquarters	01305 251212 01929 462727

## The Dinosaur Museum

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