

Warrington Museum Risk Assessment

Warrington Museum recognises its legal obligations to provide a healthy and safe environment for all visitors in public galleries and areas behind the scenes.

We have procedures for emergencies, first aid, incidents and accidents. A child protection policy is in place. Visitor Assistants and Museum Education Officer have radios to call for first aid or any other assistance required.

Lunch arrangements: Unless it is raining, you will need to make provision for groups to spend lunchtime in Queen's Gardens in an open seated area opposite the Parr Hall. This is a very brief walk from the museum entrance. If wet and/or cold groups can use the Museum classroom.

**Please contact us if you have any concerns or specific requests.
(Next update Summer 2019)**

Area	Hazard	Action
Arrival and Mounting/dismounting coach outside building	<ul style="list-style-type: none"> • Trips, slips and falls • Traffic on road • Members of the public using pavement 	<ul style="list-style-type: none"> • Briefed on coach prior to dismounting • Group under supervision with leaders positioned to halt traffic if necessary • Children lined up against the museum building in single file or pairs • Assemble in the library on Museum Street if wet or you arrive before set arrival time indicated on the booking form (library opens at 9am, Museum at 10am). Inform library staff at main desk of your arrival and they will contact the Museum Education Officer.
Museum entrance & galleries	<ul style="list-style-type: none"> • Stairs and associated hazards • Trips, slips and falls • Children getting lost • Contact with members of the public • Possible damage to displays/exhibits • Corners and edges of floor display cabinets (especially younger children) • Changing exhibitions in temporary galleries • Covered floor mounted plug sockets in large Art Gallery. 	<ul style="list-style-type: none"> • Group under supervision with leaders of smaller groups walking in single file • Children with school badges • Explaining that museums are public spaces • Museum staff are informed of daily groups • Certain exhibits have low rope barriers • No running in galleries in case of collision with cases, statues, other people etc. • Temporary exhibition galleries have changing work, so it may look different than when you last visited. We carry out a separate safety assessment of all our new exhibitions. • If using Large Art Gallery space, asked not to lift up floor mounted socket covers.

<p>Museum Education Room</p>	<ul style="list-style-type: none"> • Awareness of fire evacuation procedures • Damage to handling artefacts • Programmed craft activities: use of clay, cocktail sticks, scissors, pipe cleaners... 	<ul style="list-style-type: none"> • First Aid box in Education Room annexe area. 1 Education Officer is Paediatric First Aid trained. • Museum Staff responsible for fire evacuation of children in classroom area • Teacher responsible once children left the building onto Museum Street to reach designated safe area • Explanations on safe handling of artefacts • Under supervision of Museum Education Officer during craft activity and shown how to handle tools and wash hands after clay activity
<p>Museum Toilets</p>	<ul style="list-style-type: none"> • Trips, slips and falls • Door locks • Adult height toilets • Misbehaviour • Public in / have used toilets 	<ul style="list-style-type: none"> • Children supervised in small groups • Adult checks state of toilets prior to use & reports anything of concern to Museum staff • Adult supervises either in the toilet area or positioned at the entrance door
<p>Lunchtime outside and sessions with a TOWN TRAIL</p>	<ul style="list-style-type: none"> • Walk to Queen's Gardens crossing one no-through road • Crossing other roads as part of town trail, managing a group in a busy public arena • Exposure to the elements 	<ul style="list-style-type: none"> • Group leaders take full charge of leading all groups outside the Museum. The Museum Education Officer is NOT responsible for any aspects of supervision but will walk at the front with the leader taking that responsibility. • Group leader receives map of Town Trail route so he/she can make their own assessment and be aware of any changeable circumstances such as roadworks PRIOR to the visit. • Walking in pairs/single file with staff and children wearing high-visibility vests from school if available. • Road safety (eg. walking against buildings away from traffic) and selecting the safest route using pedestrian crossings etc. • Advice prior to visit for children to dress appropriately for protection from the sun or cold