

# Warrington Museum Risk Assessment (Guided Walk Workshop)

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

We have codes of practice and 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 straightforward and brief walk from the museum entrance.

If wet and/or cold groups can use the Museum classroom.

Area	Hazard	Action
<b>Arrival and Mounting/dismounting coach outside building</b>	<ul style="list-style-type: none"> <li>• Trips, slips and falls</li> <li>• Traffic on highway</li> <li>• Members of the public using pavement</li> </ul>	<ul style="list-style-type: none"> <li>• Briefed on coach prior to dismounting</li> <li>• Group under supervision with leaders positioned with smaller groups</li> <li>• Children lined up against the museum building in single file or pairs</li> <li>• 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.</li> </ul>
<b>Museum entrance &amp; galleries</b>	<ul style="list-style-type: none"> <li>• Stairs and associated hazards</li> <li>• Trips, slips and falls</li> <li>• Children getting lost</li> <li>• Contact with members of the public</li> <li>• Possible damage to displays/exhibits</li> <li>• Corners and edges of floor display cabinets (especially younger children)</li> </ul>	<ul style="list-style-type: none"> <li>• Group under supervision with leaders of smaller groups walking in single file</li> <li>• Children with school badges</li> <li>• Explaining that museums are public spaces</li> <li>• Museum staff are informed of daily groups</li> <li>• Certain exhibits have low rope barriers</li> </ul>

<b>Museum Education Room</b>	<ul style="list-style-type: none"> <li>• Stairs down to coat pegs</li> <li>• Awareness of fire evacuation procedures</li> <li>• Damage to handling artefacts</li> </ul>	<ul style="list-style-type: none"> <li>• Group briefed &amp; supervised using stairs</li> <li>• First Aid box in Education Room annexe area</li> <li>• Museum Staff responsible for fire evacuation of children in classroom area</li> <li>• Teacher responsible once children left the building onto Museum Street to reach designated safe area</li> <li>• Explanations on safe handling of artefacts</li> </ul>
<b>Museum Toilets</b>	<ul style="list-style-type: none"> <li>• Trips, slips and falls</li> <li>• Door locks</li> <li>• Adult height toilets</li> <li>• Misbehaviour</li> <li>• Public in / have used toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Children supervised in small groups</li> <li>• Adult checks state of toilets prior to use &amp; reports anything of concern to Museum staff</li> <li>• <b>Adult supervises either in the toilet area or positioned at the entrance door once checked.</b></li> </ul>
<b>Lunchtime outside Sessions with a TOWN TRAIL</b>	<ul style="list-style-type: none"> <li>• Walk to Queen's Gardens crossing one no-through road</li> <li>• Crossing other roads as part of town trail, managing a group in a busy public arena</li> <li>• Exposure to the elements</li> <li>• Members of the public</li> <li>• Pavement hazards (Sweepers, mobility scooters)</li> <li>• Hazardous waste on pavements</li> </ul>	<p><b>Route:</b> From Museum up Bold Street, cross Suez Street, cross over at crossing and down Sankey Street to Market Gate. Down Bridge Street, left side, over Academy Way and crossing at Bridge Foot opposite Guardian Offices (former Academy). Return up Bridge Street, opposite side, over Friar's Gate and Rylands Street to Market Gate. Return to Museum via Sankey Street, over crossing onto Bold Street. Cross Suez Street back to Museum.</p> <p><b><i>Please assess this route for your own in-school risk assessment requirements. We are not "in loco parentis" so you need to make your own judgements.</i></b></p> <p>Walking in pairs/single file with staff and children wearing high-visibility vests.</p> <ul style="list-style-type: none"> <li>• Road safety (eg. walking against buildings away from traffic) and selecting the safest route using pedestrian crossings etc.</li> <li>• Advice prior to visit for children to dress appropriately for protection from the sun or cold</li> </ul>