

Risk Assessment for Schools and Group Visits to Nature in Art

Reviewed October 2011

Nature in Art aims to ensure the safety and well-being of all visitors to the museum. Schools are under the guidance of museum staff whilst at Nature in Art. These risk assessments are based on the understanding that groups are supervised by at least one teacher with an appropriate number of other staff and responsible adults in accordance with their own education authority standards. Non-school groups must have a designated group leader in overall charge with an appropriate number of adult helpers in accordance with Nature in Art's guidelines. Nature in Art staff also strongly recommend that teachers and group leaders make a (free) preliminary visit so that they can make their own assessment of the venue.

First aid kits are kept in the education centre, coffee shop and shop.

Natures in Art's guidelines for supervision of group visits are:

1 adult to every 2 children for children aged 4 or under

1 adult to every 6 children aged 5-7

1 adult to every 10 children aged 8-11

1 adult to every 15 children aged 11+

Outdoors				
Hazard	Risk	Those at risk	Existing Controls	Associated Risks / Other information
Car Park	Oncoming vehicles	Everyone	Move groups out of car park ASAP on arrival. Supervision by teachers, helpers & museum staff.	Careless/ dangerous driving.
Ponds	Disease, drowning	Everyone	Safety talk to groups on arrival. Regular maintenance of gates and fences around ponds. Life buoys available. Warning signs. Supervision by teachers & museum staff.	
Thorny/prickly/stinging plants	Stings, scratches	Everyone	Cut back protruding twigs and branches. Verbal warnings when in vicinity.	
Sculptures	Running in to or climbing on sculptures	Children.	Safety talk to groups on arrival. Supervision by teachers, helpers & museum staff. Rope off areas around particular sculptures.	
Uneven surfaces	Falling, tripping	Everyone	Regular checks and safety talk on arrival.	
Adverse Weather	Slippery surfaces	Everyone	Clear, and salt/ grit paths	

Play Area				
Hazard	Risk	Those at risk	Existing Controls	Associated Risks / Other information
All equipment	Climbing, balancing, swinging, jumping. Slippery surfaces in adverse weather.	Children	Regular maintenance checks. Closure in extreme weather. Supervision by teachers & helpers. Solid frames, no gaps.	

Indoors

Hazard	Risk	Those at risk	Existing Controls	Associated Risks / Other information
Fire	Fire	Everyone	Safety talk to groups on arrival. Fire safety equipment tested regularly. Emergency exit signs & lighting present. Fire prevention practiced.	On hearing alarm proceed outside via emergency exits to meeting point on front lawn.
Sculptures	Sculpture being pushed or pulled over	Everyone.	Safety talk to groups on arrival. Warning labels on sculpture plinths. Supervision by teachers, helpers & museum staff.	
Stairs	Slipping, tripping, falling.	Everyone.	White edges to steps. No quiz questions about work on stairway walls. Supervision by teachers, helpers & museum staff.	
Lift	Being trapped in lift	Anyone, especially elderly, disabled, or infirm.	Alarm bell in lift. Regular maintenance checks (on contract).	
Toilets	Slipping.	Everyone	Regular checks to ensure floors are clean and dry.	

Practical Activities

Hazard	Risk	Those at risk	Existing Controls	Associated Risks / Other information
Batik	Hot wax	Children, teachers, adult helpers, education staff.	Safety talk at beginning of session. Supervision by teachers, helpers & museum staff.	
Lino cutting	Cuts from lino tools	Children, teachers, adult helpers, education staff.	Safety talk at beginning of session. Supervision by teachers, helpers & museum staff. First aid kit available.	
Nature study in grounds.	Insect stings/ bites	Children, teachers, adult helpers, education staff.	Safety talk at beginning of session.	
Pond dipping	Disease, drowning	Children, teachers, adult helpers, education staff.	Limited numbers at water's edge. Supervision by teachers, helpers & museum staff. Safety talk at beginning of session. Warning signs. Life buoys available.	
Scrap sculpture	Cuts from tools or materials. Slipping.	Children, teachers, adult helpers, education staff.	Suitable round point scissors available. Materials selected to avoid sharp edges and points. Sweep floor regularly to remove scrap items.	
Sculpture Handling	Heavy sculptures	Children, teachers, adult helpers.	Heavy sculptures must not be lifted. Supervision by teachers, helpers & museum staff.	
Wire Sculpture	Use of wire	Children, teachers, adult helpers, education staff.	Safety talk at beginning of session. Wire cutters only used by adults. First aid kit available.	