

## Englesea Brook Chapel & Museum

### Visits Risk Assessment and Operating Procedure

School: .....

**Activity: Educational Day at Englesea Brook Chapel & Museum**

Persons at risk: *Pupils and accompanying staff / helpers.*

Minimum Qualification of leader:	<i>Class teacher – experienced - visits.</i>	Minimum Qualifications of Assistant Leader(s).	<i>Competent adults.</i>
----------------------------------	--	--	--------------------------

Maximum group size:	<i>60 pupils =8/9 adults.</i>	Minimum staffing Ratio.	1:7 or 1:8
---------------------	-------------------------------	-------------------------	------------

The new disability access is now in use.

- **There is now no need for children to cross the road on arrival or departure.**
- Please advise the coach driver to stop adjacent to the **new access on the Chapel side of the road opposite the car park** for children to vacate the coach.

Risk Assessment:	
Hazards	Operating Procedure / Control Measures.
<ul style="list-style-type: none"> <li>• Movements between coach, buildings and graveyard.</li> </ul>	The bus/coach to deliver and collect children from the new disability access point. Adults to supervise on/off bus/coach. Adults to be at front/rear of children in pairs when movement on foot is taking place.
<ul style="list-style-type: none"> <li>• Movement into the museum.</li> </ul>	Use new entrance avoiding steep steps.
<ul style="list-style-type: none"> <li>• Movement inside building. Storage heaters are hot to the touch</li> </ul>	Advise pupils of this fact and keep them away from heaters.
<ul style="list-style-type: none"> <li>• Road safety/road traffic accident. N.B. Relevant for only the funeral workshop.</li> </ul>	Particular care is required with strict control and clear command when crossing the road. In the event of an accident adults to check pupils for injury Able pupils to be supervised at safe distance from accident e.g. inside the chapel. A member of staff to stay with any injured.
<ul style="list-style-type: none"> <li>• Personal accident (i.e. cuts, graze etc).</li> </ul>	First aid to be administered by the school staff. If the injury could be more serious the emergency services to be called. Tele. Nos. are readily available by entrance & exit points at the chapel, museum & cottage
<ul style="list-style-type: none"> <li>• Asthma attacks.</li> </ul>	First aid to be carried by teacher/pupil concerned. .Emergency phone numbers are displayed by the front and back doors

Further Action Required: *Ensure all persons staffing the visit are aware of and competent to comply with this risk assessment and the control measures.*

### Working practice:

Group Structure Restrictions	Party to split into groups. 3 or 4 groups will be required for activities at Englesea Brook Groups may be made smaller (6 pupils) for some activities. Secure pupils in safe area while attending to an emergency.
Emergency Procedure	
Safety Equipment.	First Aid Kit /Mobile phone.
Staff member (s) Producing This Risk Assessment:	Englesea Brook staff and school teacher responsible for the visit.
Date of This Review:	26/01/18 (MV)
Date of Next Review:	26/01/19 (MV)