



RISK ASSESSMENT GUIDELINES FOR LEARNING VISITS

The three Museums in Ripon are all situated in original historic buildings, where modernisation would detract from the historical integrity. We have minimised the risks to general visitors.

BUT: it is advised for ‘learning visit’ organisers to make a preliminary visit to the sites to complete their own risk assessment for their specific group.

This risk assessment can be used by any group organiser when planning a visit but has been written specifically with school teachers in mind.

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GENERAL REQUIREMENTS AND CODE OF BEHAVIOUR FOR VISITS TO RIPON MUSEUMS

- Prior to your visit, please inform the museum Learning Officer of any individuals with special requirements both SEN and access needs.
- A copy of this risk assessment notice should be given to each adult accompanying you on this visit.
- Our museums learning team members will instruct the staff and students group on fire procedure at each museum.
- School staff are responsible for the safe-keeping of inhalers or pupils' medication during the visit.
- All school groups must carry a first aid kit with them, the museum has an accident procedure to follow and a trained 'first aider at work' will be on site.
- Please brief both adults and pupils about the aims of your visit.
- Group leaders will be responsible for the supervision of their group at all times. They must accompany children on toilet trips, during emergencies and at all other times. They are responsible for the behaviour of the children – **museum leaders will stop the activity if the behaviour of the children is not suitable for the safe and enjoyable running of the activity.**
- Pupils with statements of SEN, who need extra support, should have that support during the visit. The support staff are not counted as part of the general ratios.
- All visitors will follow instructions or advice given by Ripon Museum staff.
- Pupils will be in 'role'. Therefore we request that no eating, drinking or use of mobile phones during the visit, except at an allocated time and place. Students who are allowed to take photos can do so on phones.

- No running on any of the sites. Keep to the left in corridors during change-over between sessions. Group leaders to remain with their groups throughout the visit.
- Walk carefully. Take extra care over uneven surfaces in these very old buildings, especially at the Prison & Police Museum and the Courthouse Museum. Take extra care on stairs and landings.
- The three museums are a short distance apart. School staff need to be aware of road safety and crossing procedures and to risk assess the walk between museums for themselves. School staff are responsible for pupils during this time. A member of the learning team will accompany the groups between museums.
- The majority of museum staff have completed recent and relevant Emergency First Aid Training, we are there to support your own first aiders.

RIPON MUSEUMS

RISK ASSESSMENT FOR ACTIVITIES DURING EDUCATIONAL VISIT

At each museum we run structured learning sessions – we have risk assessed for each of these sessions. If you are using the spaces in a different way please refer to the general risks on each site.

We suggest a ratio of at least 1 staff member to 8 primary pupils please arrange with the Learning Officer if you are following a different ratio.

WORKHOUSE MUSEUM SPACES	ACTIVITIES	RISKS AND ACTIONS TO REDUCE RISK
All areas Vagrants Wing, Work yard, Main Block, Garden	All	Running, falling, stairs, uneven flooring, doors: Take care on uneven and changing floor surfaces. Take care to use banisters on stairs, to Guardians' room as they are extremely worn. Always walk, never run. Move in single file around the corridors. Observe for moving vehicles around the whole site.
Arrival, Reception, comfort facilities	Depositing belongings, visiting the facilities.	When depositing coats in lunch space watch for moving traffic. No running outside or inside. Staff supervision for use of toilets in reception area, no slamming doors.

Guardians' Room	Guardians Role Play: Dressing up, role play, discussion	Stairs to Guardians role play space are uneven – everyone must hold the hand rail to walk up in single file, If wearing a long skirt take extra care not to trip. In room, only move furniture if instructed. Do not sit on the large chair with the sign.
Receiving ward and Tramps bathroom.	Chores: cleaning shoes, sweeping, polishing furniture, polishing brass/ metal objects, Cleaning windows, Making traditional cleaning products	Boot, furniture and metal Polish, cloths, shoe brushes, sweeping brooms: All pupils and staff to wear protective gloves, pupils supervised at all times with cleaning solutions. Teachers and session leaders to apply all polish. All sweeping brooms to be carried down, no running. Clean clothes provided. Ensure the ventilation is good – open fire exit door during session.
Vagrants Day Room	Art and craft activities: Rag-rugging, textile making (including felting, sewing, knitting, weaving) drawing, cutting, painting, collage, Larger scale work and individual art work.	Glues, pencils, scissors, sharpeners, felt tip/ marker pens, sellotape dispenser. Needles, wooden pegs, rag-rugging tools (extra care, close supervision, sensible use of equipment and storage). Pupils spaced adequately apart at a large table and in full view of adult supervisors. Pupils to listen and follow instruction, only handle craft items when instructed.
Outside Yard	Laundry: Washing, wringing, carpet beating, scrubbing steps, pegging out wet washing on lines,	Museum staff fill Dolly tubes with tepid water before start of visit. One-to-one supervision when using mangle, full safety instructions and demonstrations given. Irons are not heated and only lifted over laundry table under supervision to prevent dropping on toes. All laundry buckets

	soap grating, mangle	<p>to be carried by 2 people. Soap must not be left on ground in yard to prevent slipping. When grating soap DO NOT TOUCH EYES. If windy do not grate soap.</p> <p>Carpet beating 1 person per rug at any time - away from other people to prevent injury and dust inhalation. Inspect rug beaters for damage – REPORT TO LEARNING OFFICER IF DAMAGED.</p>
Schoolroom, Main Block	<p>Victorian School lesson: Writing on slates with scratcher/pencil. Writing with dip pens and ink. Sitting on old hinged benches attached to desks. Using chalk on slates or blackboards.</p>	<p>Ink, sharp scratcher-type pencils, dip pens, fingers getting trapped in hinged desks. Action: warn about ink. Ensure adequate supply of wiping cloths, keep sharp pens away from eyes. Hand inspection ensures hands are on desks and not playing with hinges. Sit only 2 pupils per double desk. Allocate desks according to height of pupil. Chalk could be a problem with asthmatic children.</p> <p>Max. Number: 19 pupils.</p>
Vagrants Dining Room, Main Block	<p>Playground Games, Physical Jerks: Singing, playground rhymes, movement, skittles game with logs and potatoes and thimble game Drill: Vigorous physical exercise with participants following a leader.</p>	<p>Logs, potatoes, thimble, ‘playground games’: Clear floor space and warn children not to lean of the large screen. When gathered ensure good spacing for circle games, no running or pulling arms/ hands. Wooden log skittles – warn about splinters, potatoes for game only not to be consumed. Thimble – to be hand held only do not put in mouth.</p> <p>Physical Jerks – ‘Matron Says’ game – ensure children are well spaced an arm’s length apart. No more than twenty pupils (based on the current room layout) at any one time. Be alert for asthmatic pupils. School staff should carry inhalers.</p>

<p>Planting (Pottery Room) and The Garden (BOYS ONLY)</p>	<p>Planting a variety of lettuce seeds with compost, writing name and plant tags, walk to the garden, bird scaring, naming plants</p>	<p>Equipment: seed pots, plant labels, seeds, compost, bird scarers.</p> <p>In the pottery room, separate work stations for planting, placing seeds and writing name labels. Pupils only to commence tasks when given instruction. Use compost suitable for early seedlings. Do not put fingers in mouth.</p> <p>Walk to the garden – observe moving vehicles around site.</p> <p>In Garden: Pupils must always walk carefully on steep gravel paths – never run. Pupils must be spaced out with bird scarers use one at a time – pupils must not pick or touch any plants without instruction, pupils must not eat anything - risk of choking. Risk of hayfever in the summer months, risk of bee/ insect stings – Teachers will have first aid pack to treat. WASH HANDS AS SOON AS FINISHED IN THE GARDEN.</p>
<p>Tramp Majors Room</p>	<p>Role play Weighing food Baking Bread, cakes, biscuits Kneading, cutting, measuring, Traditional fire and modern oven</p>	<p>Risks – ingredients, weights, oven/ hot- plate (burns), built in fire and kitchen range (smoke and heat)</p> <p>Care needs to be taken when using weights. Only to be used over a table to prevent dropping weights on toes etc. Hot plate/ oven will be turned on for baking – always have a warning sign about temperature when on. Museum Staff to put baking into the oven only.</p> <p>Fire – fire guard surrounding fire, no pupil to put hands near the range or fire, use smokeless fuel, warning sign on display when lit.</p> <p>Allergies must be notified – wheat, gluten, eggs, dairy etc. No eating raw ingredients.</p> <p>No food to be consumed during session because of multiple handling, items can be baked to take away.</p>

Additional Sessions that could be used on a school visit but not usual sessions:

Workhouse Life	<p>Mealtime: Identifying, smelling and tasting elements used in preparing workhouse meals, sample soup.</p> <p>In good weather - Visit to the workhouse garden to collect baskets.</p>	<p>Stress that children must never taste or swallow anything unless a responsible adult agrees. Make sure staff are aware of any allergies. Hot plate for heating soup must be secure and well out of reach of children.</p> <p>Use individual spoons to avoid any cross infection after each tasting activity. Make sure equipment is stored safely and securely after each session. Check for food expiration dates. Be aware of heavy weights being used- re foot injuries.</p> <p>Pupils to walk not run and not eat anything found in the garden.</p>
Granny's Kitchen	<p>Exploring the Tramps Day room as Mealtime. Tasting porridge and soup and liquorice.</p>	<p>As per 'Workhouse Life- mealtime above)</p>
Explore and Draw	<p>Exploring museum objects and drawing them in the Guardians' room.</p>	<p>Museum Staff to check objects for good condition – no broken objects or sharp edges etc. School staff to handle historic objects very carefully and instruct children to do so. REPORT ANY DAMAGES TO LEARNING AND ACCESS OFFICER.</p>

COURTHOUSE MUSEUM ACTIVITIES AND RISKS

COURTHOUSE MUSEUM SPACES	ACTIVITIES	RISKS
Entrance	Welcome, Introduction	Steps Hold hand rail to enter, warn pupils about steps, give general health and safety advice about the building
Courtroom	Role play. Dressing up and taking part in a trial.	Uneven floors and steps.
Magistrates Room	Dressing Up, performance preparation	Mantle piece at head height for younger children, banging into furniture, fire place Actions. One person enters at a time – ask children to dress up and then quietly read the script. Ensure a member of the school teaching staff is in the room. Electric fire is off during school visit

PRISON AND POLICE MUSEUM ACTIVITIES AND RISKS

PRISON & POLICE MUSEUM SPACES	ACTIVITIES	RISKS
All Entrance, yard stairs and shop	<p>Tour of all or some areas both upstairs and down.</p> <p>Object handling of Police equipment and trying on uniforms.</p> <p>Faces quiz.</p>	<p>Uneven flooring, steps in doorways to the cells, uneven stairs – extra care needed, use both banisters. Always walk, never run, single file, if in long skirt costumes take extra care on the stairs.</p> <p>Access lift available to first floor.</p> <p>Handling session objects must be in very good condition without cracks or sharp edges. Museum volunteer to supervise handling at all times.</p> <p>Refer to general movement around the site.</p>
Gallery 2 - Downstairs	<p>Sinkler Brother Role play, Gallery 2 downstairs</p> <p>Dark Cell</p>	<p>Iron door on display in corner of gallery with heavy metal bolt, avoid bending or moving near to door, avoid placing role play objects near door, always walk not run past this area.</p> <p>Dark Cell, always have teacher supervision if pupils want to explore the dark cell</p>
Upstairs Cells	<p>Birching chair, empty cell, crank, treadwheel</p> <p>viewing other exhibition spaces</p>	<p>School adult supervision essential for handling session and interactive exhibits e.g. treadwheel display and crank.</p> <p>School - adult essential to accompany pupils in empty cell</p>