



RISK ASSESSMENT GUIDELINES FOR SCHOOLS, COLLEGES AND UNIVERISTY 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 primary and secondary school teachers in mind.

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GENERAL REQUIREMENTS AND CODE OF BEHAVIOUR FOR VISITS TO RIPON MUSEUMS

- We welcome all learners and can make accommodations when notified. Prior to your visit, please inform the museum Learning Officer if you require any adjustments to the visit for individual students whether that be sensory, educational, medical and/or access needs. We can provide:
 - Quiet spaces
 - Amend session timings
 - Reduce the length of visit
 - More frequent breaks
 - Social stories prior to your visit
 - Additional parent or staff helpers for free
 - Bespoke experiences suitable for your students
- Please supply a copy of this risk assessment document to each group leader accompanying you on this visit, including parent helpers.
- Our museums learning team members will instruct the staff and students on our health and safety rules and fire evacuation procedure at each museum on arrival.
- Teaching staff are responsible for the safe keeping of pupils' medication, such as of inhalers, during the visit. Please ensure they are kept with the right group leader.
- All learning groups must carry a first aid kit with them and provide a first aider on the visit for each site they are visiting. Please report any first aid incident during your visit to the facilitator at the museum. The museum has an accident procedure to follow including recording and storing data about an incident in compliance with our GDPR policy. The majority of museum staff have completed recent and relevant Emergency First Aid at Work Training. A trained 'first aider at work' will be on call during your visit to assist in the event of an incident; however, we are there to support your own first aiders.

- For safety, group leaders will be responsible for the supervision of their group members at all times. Students must be accompanied on site during facilitated and self-led sessions, when exploring the spaces, during the lunch break, toilet trips, in the event of an emergency, and at all times.
- We ask that group leaders recognise they are responsible for the appropriate attitude and behaviour of the children during the sessions - **our museum leaders may stop the activity if they are faced with poor behaviour.**
- Pupils with one – to – one support should have that support during the visit. Support staff are not counted as part of the general ratios.
- We appreciate both students and the leaders' following all instructions and advice given by the learning team members during the workshops, including handling objects, use of craft materials, dressing in costume, moving around the spaces and performing tasks.
- Please respect our heritage buildings and spaces, we work hard to preserve these assets for all visitors to enjoy now and in the future. Please do not eat or drink in the museum exhibition spaces without permission, please use wastebins to dispose of all litter, please adhere to all signage such as do not touch notices. Any intentional damage to the sites may be charged to your organisation.
- Use of mobile phones by pupils is in accordance with your school's mobile phone policy – however we ask students to not to use their phones during the teaching elements of the day. We welcome you to take photography of the exhibits and buildings with respect (no flash photography and with sensitivity to the subject matter). During any non-teaching time - students can, with your permission, use their phones to take photos. Please make sure they ask permission from fellow students before taking photos and ask for permission of each workshop leader.
- Please walk on site at all times, no running allowed! Keep to the left in corridors during change-over between sessions. 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.

- During your visit, the museum may be open to other paying visitors – please respect their experience and allow them space and quiet to absorb the exhibits when moving around.
- Please direct the coach driver to park at the Ripon City Coach Park (Map included). Due to the nature of the roads outside each museums no drop offs are allowed. A member of museum staff will meet you on arrival at the coach park, introduce the day and then lead you to the first museum – however, school staff need to be aware of road safety and crossing procedures for the group during the walk.
- The three museums are a short distance apart (5-7 minutes' walk) and require several road crossings. We have risk assessed the routes and will lead your group between sites. School staff are responsible for pupils' road safety during this time. A member of the learning team will accompany the groups between museums to guide the way. Please make sure all staff and parent helpers are aware of their responsibility to the group while in transit.

RISK ASSESSMENT FOR ACTIVITIES DURING LEARNING 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 difference 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.

Please Note: the following risks and actions for the Workhouse site are while the temporary building works are carried out these are valid form November 2025 through to July 2026

Risk Level:

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| Low Risk | | Medium Risk | | High Risk | |
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| WORKHOUSE MUSEUM SPACES | ACTIVITIES | RISKS AND ACTIONS TO REDUCE RISK |
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| RESIDENTS BLOCK, MASTER AND MATRONS GARDEN, WORK YARDS AT THE REAR OF THE BUILDING | CLOSED | THE RESIDENTS BUILDING WHICH HOUSES THE SCHOOL ROOM, DINING ROOM, KITCHEN AND EXHIBITION SPACES ARE CURRENTLY INACCESSIBLE – THE WHOLE BULDING IS CURRENTLY BEHIND SECURITY FENCING AND IS OUT OF BOUNDS TO ALL VISITORS AND STAFF. RISKS: workmen’s vehicles, dust, noise from building work ACTIONS: inform pupils to avoid fencing and building area, external doors to be closed to reduce noise, teachers to carry inhalers for asthmatic pupils, follow identified pedestrian route to the garden |

| WORKHOUSE MUSEUM SPACES | ACTIVITIES | RISKS AND ACTIONS TO REDUCE RISK |
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| Moving about in All areas: Receiving Ward, Vagrants Wing, Vagrants Work yard, Garden | All | <p>RISKS: Running, falling, stairs, uneven flooring, doors slamming.</p> <p>ACTION: Matron’s Welcome covers Health and Safety instruction, 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.</p> |
| Arrival, Reception, comfort facilities | Depositing belongings in the woodshed, visiting the facilities. | <p>RISKS: moving traffic, tripping, uneven surfaces, injury</p> <p>ACTIONS: When depositing coats in lunch space watch for moving traffic, wait with staff before exiting buildings.</p> <p>No running outside or inside the buildings.</p> <p>Staff supervision for use of toilets in reception area, no slamming doors.</p> |
| Front lawn, Entrance, space and outside | <p>Physical Drills:</p> <p>Drill: Vigorous physical exercise and tasks with lifting sacks, balancing books, stretching and agility tasks with participants following a leader.</p> | <p>RISKS: tripping, bumping into one another, strains and sprains</p> <p>ACTIONS: Physical Drills – looking at exercises and following orders with a ‘Matron Says’ game – ensure children are well spaced an arm’s length apart. Show each stretch/ fitness exercise, Session leader to demonstrate each task, e.g. show the correct lifting technique, jogging not running.</p> <p>No more than 20 pupils (based on the current space layout) at any one time.</p> <p>Be alert for asthmatic pupils. School staff should carry inhalers. For those pupils unable to participate in the actions, we will have alternative roles - pupils will not being forced to participate and can be</p> |

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| | | given an alternative task, e.g.: acting as a 'deputy' to the facilitator to make sure the class are performing the exercises well. |
| Guardians' Room (UKS2, KS3, KS4) | Guardians Role Play: Dressing up, role play, discussion | RISKS: Stairs to Guardians role play space are uneven and stone, rug in room trip hazard, ACTIONS: Everyone must hold the handrail to walk up in single file, if wearing a long skirt take extra care not to trip. In room, only move furniture if instructed. Walk no running, take care to not trip on the rug. Do not sit on the large chair. |
| Guardians' room KS1, KS2, KS3 | Art and craft activities: Rag-rugging, peg doll making, textile making (could include felting, sewing, knitting, weaving) drawing, cutting, painting, collage, larger scale work and individual artwork. | RISKS: Equipment- glues, pencils, scissors, sharpeners, felt tip/ marker pens, sellotape dispenser. Needles, wooden pegs, rag-rugging tools ACTIONS: demonstrate correct use of equipment - 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. |
| Guardian's Room KS1 and LKS2 | Victorian Toys Session Exploring and playing with traditional toys such as porcelain dolls, pop guns, whistle, hoops, marbles, jaks and balls, skipping ropes | RISKS: minor injury, bumps and bruises, falling, breakages of toys ACTIONS: All toys to be checked prior to session for damage, instruct participants to take care handling the items, demonstrate how to use each toy, marbles only to be used into corner of room, skipping ropes – make sure not near anyone else, staff supervision at all times. |

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| <p>Receiving ward, vagrants ward, and Tramp Major's Room.</p> | <p>Chores: Sweeping corridor, polishing furniture/ Brass/ metal objects, Table laying, bed making</p> | <p>RISK: fumes from furniture and metal polish, minor injury/tripping, from sweeping brooms, table crockery and cutlery: ACTIONS: All pupils and staff to wear protective gloves during polishing, pupils supervised at all times - session leaders to apply all polish. Ensure the ventilation is good – open fire exit door during session. All sweeping brooms to be carried down corridor, demonstrate correct sweeping actions, no running. Table laying; when using cutlery, no running, or pointing at each other.</p> |
| <p>Outside – Vagrants Yard</p> | <p>Laundry: Washing, wringing, carpet beating, scrubbing steps, pegging out wet washing on lines, soap grating, use of mangle</p> | <p>RISKS: Injury through mangle misuse, minor injury from splinters, carbolic soap in eyes, injury from carpet beaters, heavy objects (irons) ACTIONS: Museum staff fill dolly tubes with cold 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 to be carried by 2 people. To prevent slipping - soap must be washed away on ground in yard. When grating soap DO NOT TOUCH EYES. If windy do not grate soap. 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> |
| <p>Schoolroom, Nov 25 – Jul 26 Woodshed</p> | <p>Victorian School lesson: Writing on slates with scratcher/pencil. Writing with dip pens and ink. Sitting on old, hinged</p> | <p>RISKS: Equipment - ink, sharp scratcher-type pencils, dip pens, fingers getting trapped in hinged desks. ACTIONS: 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.</p> |

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| | benches attached to desks. Using chalk on slates or blackboards. | Allocate desks according to height of pupil. Chalk could be a problem with asthmatic children. Max. Number: 18 pupils. |
| Spare the Rod Session - Woodshed | Woodshed – discussion and object show and tell Prison and Police Museum – object handling activity and tour | RISKS: low risk– sitting at tables in woodshed, using slates and chinks to write, walk to PP – road crossing, object handling at the PP – general tripping on uneven surfaces, minor injury from dropping objects, ACTIONS: adequate spacing for discussion session, full instructions how to handle the objects. Walking to PP – follow the museum leader, use pedestrian crossing, single file when needed. At PP – H&S introduction, no running on site, full instructions on handling objects, school staff and museum staff supervision at all times. |
| Self-led tours | Walking around the site | RISKS: slipping and tripping, falling, breaking objects, equipment – clip board, trail, and pen/pencil ACTIONS: introduction given by museums team, includes H&S about moving around the site e.g., walking not running, map provided for route, doors propped open on visitor route, ensure equipment is all in good working order, full staff supervision required. |
| Various Spaces | Object Handling – handling collection objects - various | RISKS: broken objects, minor injuries; cuts and bruises, dropping objects, heavy objects, delicate objects. ACTIONS: museum leaders check all objects prior to session for damage, full instruction given before handling, correct handling procedure followed, heavy objects to be handled over a table only. Full supervision by museum and school staff at all times. |

COURTHOUSE MUSEUM ACTIVITIES AND RISKS

| COURTHOUSE MUSEUM SPACES | ACTIVITIES | RISKS |
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| Entrance | Welcome, Introduction | <p>RISKS: Steps, door to courtroom</p> <p>ACTIONS: Hold handrail to enter, warn pupils about steps, give general health and safety advice about the building, wipe feet on entry, reduce chance of slipping, prop door open with door stop.</p> |
| Courtroom | Role play. Dressing up and taking part in a trial. | <p>RISKS: trips and slips - uneven floors and steps, pipes and radiators to bang into.</p> <p>ACTIONS: Health and safety advice on entry, leader to stand next to deep step and remind pupils to watch their footing. When allocating roles, enter the retiring room to collect costumes one at a time</p> |
| Magistrates Room | Dressing Up, performance preparation | <p>RISKS: mantelpiece at head height for younger children, banging into furniture, fireplace</p> <p>ACTIONS. One person enters at a time – ask children to dress up and then quietly read the script.</p> <p>Ensure a member of the school teaching staff is in the room.</p> <p>Electric fire is off during school visit</p> |

PRISON AND POLICE MUSEUM ACTIVITIES AND RISKS

We offer a 2-session experience at the Prison and Police Museum
Downstairs – A role play and Object handling session, Upstairs - a punishment trail.

Maximum number for each group is 16 pupils plus at least 1 staff.

| PRISON & POLICE MUSEUM SPACES | ACTIVITIES | RISKS |
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| All spaces Entrance, yard stairs and shop | Introduction to the museum Beginning of Tour of all or some areas both upstairs and down. Downstairs and Upstairs – Mannequins on display Topics – emotionally sensitive. | RISKS: Uneven and hard flooring, steps in doorways to the cells, uneven, stone stairs. Whipping post, Jougs and Pillory replicas on display, mannequins on display – trigger for some pupils. Sensitive topics to do with physical punishment, violence and crime. ACTIONS: Always walk, never run on site, single file at all times. Pupils are not allowed to touch the punishment objects in the yard without permission or supervision. Pillory padlocked so it can't open. Alert groups to the presence of mannequins in cell 5 downstairs, cell 6 and cell 9 upstairs. Discuss punishment topics sensitively. Extra care needed when ascending and descending the stairs - use both banisters. if in long skirt costumes take extra care on the stairs. Access lift available to first floor. |

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| <p>Gallery 2 - Downstairs</p> | <p>Peelers and Poachers Role play, - object handling, costumes and role play of an arrest.</p> <p>Artful Dodgers Role Play object handling and costumed role play – of a crime and arrest.</p> <p>Spare the Rod – object handling exercise</p> | <p>RISKS: damaged objects or costumes, handcuffs and truncheons injury, slips and trips, potential injury for incorrect handling of the objects and during the role play. Heavy door with bolt.</p> <p>ACTIONS: Handling session objects must be in very good condition without cracks or sharp edges. Museum volunteer to supervise handling at all times.</p> <p>Full H&S warning given as objects are handed out – correct demonstration of use of objects, actions during role play in slow motion with full supervision of the session leader. No running near doorway with heavy door and metal bolt.</p> <p>See above.</p> |
| <p>Upstairs Cells</p> | <p>PUNISHMENT TRAIL Birching chair, empty cell, crank, treadwheel, viewing other exhibition spaces</p> <p>Mannequins and sensitive topics of violence and punishments – see above.</p> | <p>RISKS: Slips and trips - Steps into cells, treadwheel replica, crank replica – possible injury when turning the handle, Empty cell door (cell 10) has movable very heavy hatch.</p> <p>ACTIONS: Museum trail facilitator or School adult supervision essential for interactive exhibits e.g. birching stool, treadwheel display and crank.</p> <p>Only museum session leaders to touch the hatch on the empty cell door. adult supervision essential for the shot drill exhibit (cell 8) hard labour cell (cell 7) and corporal punishment cell (cell 11).</p> |