HAMPSHIRE CULTURAL TRUST

Risk Assessment Schools -Basing House

Risk Rating = Likelihood x Severity

Activity Assessed	School Visits to our venues
Location	Basing House, Basingstoke

Identify Hazard	Who could be harmed and how?	Severity Score	What are you already doing?	What else do you need to do?	Likelihood Score	Risk Rating Score	Action	By when?
Slips, trips, falls whilst moving around the learning spaces (furniture, cables)	Visitors – including adults and children Risk of serious injury	1	Floors are kept tidy throughout the day. Minimal furniture within the learning spaces. All cables etc fixed out of the way. Flow of Schools workshop has been designed to provide enough space for each group moving around the site	Learning facilitators to check that the learning areas are clear of obstructions prior to each school visit to avoid trips. Numbers of visitors to be kept within maximum. Conduct of visitors within the space to be monitored on the day. Teachers advised that their party will need to leave if behaviour of staff	1	5		

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			Teachers and accompanying adults are responsible for the supervision and conduct of their children at all times Facilitated sessions are limited to one class with one facilitator at a time. Schools etc will be adhering to their own H & S policies.	or pupils is deemed dangerous. Groups to be given Health and safety briefing before starting activity. Staff to monitor if objects left in hazardous place				
Safeguarding and Child Protection Issues	Visitors Issue with access to spaces being used by children also being used by members of the public Risk of negative perceptions of museum staff's behaviour by external partners/visitors Risk of child being separated from their responsible adult	4	High staff:child ratio mandatory for all school visits (at least 1:15) No children allowed to move away from main group without adult supervision Children work in small groups under adult supervision Toilet breaks taken at specific times with staff chaperoning to blocks, or children escorted by designated adult	Safety information to support these measures is provided in the Teachers Pack and at the start of the session. Volunteers and facilitators briefed on Safeguarding dos and don'ts. LP Manager/People team to ensure all necessary staff have CRB check following policy guidelines of Hampshire Cultural Trust	1	4		

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			helper outside these times All permanent Learning team staff have full disclosure CRB checks All BH staff and volunteers introduced to HCT safeguarding practice and child protection policy All BH staff to be introduced to HCT safeguarding policy and procedures. Ensure annual refresher checks on above for all staff re. safeguarding and child protection policy. Museum staff not to be involved directly in any dressing up activity. Accompanying adult nominated to be in charge of such an activity. High level of adult supervision at all times during visit as stated in					

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			the Teacher Pack sent to all schools. Ratio of 1:5 required for KS1; 1:8 required for KS2; 1:15 for KS3. Teachers and accompanying adults are responsible for the supervision and conduct of their children at all times. All activities to take place in a public area. No museum staff to undertake any activity with unaccompanied children.					
Use of costume	Risk of negative perceptions of museum staff's behaviour by external partners/visitors Role play – trying on clothes (children may find difficulties with dressing themselves and taking clothes on and off the hangers/out of box) Trying on and removing replica		All costume to be worn over clothes. HCT staff instructed not to help with costume – accompanying adults only Museum staff not to be involved directly in any dressing up activity. Accompanying adult nominated to be in charge of such an activity. Costume tried on over clothes to minimise					

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	costume over own clothes (no removal of clothes other than cardigan or jumper) risk of inappropriate help by museum and volunteer staff. Risk of allergy of infection in any dressing up activity		skin contact and a regular cleaning programme is in place. High level of adult supervision at all times in accordance with advised ratios. All costumes made from contemporary materials and have Velcro fastenings (no zips) Direct adult supervision required for this activity, particularly when removing clothes from the box or returning them back to the box. Supervision to be undertaken by school staff. If verbal the audit trail must be able to demonstrate these instructions have been issued.					
Object handling – collections / replica headwear /props	Visitors, staff Handling of archaeological / natural material / props some of which is fragile/heavy or could	2	Object handling rules are explained at the start of all relevant sessions Objects are checked at the start and end of each session for breakages which may	All participants have handling rules explained to them at the beginning of each session. Condition of objects and packaging is checked before and after every session by session leader	2	4		

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	expose children to sharp edges if broken Some objects may have sharp edges/ have small pieces/ hazardous materials which could pose an injury risk to visitors Risk of damage to museum collection through mis-use Risk of spreading of germs through handling of objects		make them dangerous to handle First aid kit is available in the Learning & Community Centre in case school have misplaced their kit Schools have first aider within their group of adults accompanying children who is responsible for their first aid. School bring their own first aid kit with them Hand washing facilities are available in the Learning & Community Centre and children instructed to clean hands at the end of their session Children never unsupervised by accompanying adults during object handling. Teachers and accompanying adults are responsible for the supervision and	so no changes in condition can pose a threat. Problems to be reported to the Collections team and immediate use of object is prohibited until repair is carried out. Children advised to wash hands at end of session. Staff are trained in correct object handling procedures				

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			conduct of their children at all times					
Allergies etc	Visitors Risk of allergic reaction to display vegetation or other organic materials	4	Teachers to advise ahead of visit if there are any allergies within the groups Gloves can be provided to those who are at risk of allergic reaction. Where possible, artificial items have replaced real items to lower the risk of allergic reaction Teachers with visiting Schools are first aid trained and aware of allergies within their group	Teachers to be advised of any potential allergens in advance of session via Teachers Pack Teachers to advise of any pupils who have allergic reaction so that relevant objects can be removed accordingly.	1	4	To be monitored	
Bodily fluids, allergens and bio hazards	Visitors, staff Potential health risks from contact with bodily fluids as a result of minor accidents or from contact with allergens and bio hazards encountered in outdoor environment.		Schools have first aider within their group of adults accompanying children who is responsible for their first aid. School bring their own first aid kit with them Hazard Information is provided to all teachers in the Teachers Pack and it is	Safety information to support these measures is provided to teachers on our website, in the Teachers Pack and at the start of the session				

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			essentially for teachers to complete a pre-visit ahead of their trip. Radio or phone contact is maintained by staff working with children across the site					
Extreme Weather	Visitors, staff Potential exposure to severe weather conditions, as part of the session takes place outdoors and there is no shelter available.		There are no foul weather options for the outdoor element of a school visit, so an assessment will be made on the day about whether or not the visit is viable. Information about suitable wet weather clothing, footwear and sun protection is given in the Teachers Pack	The potential impact of adverse weather on a visit is discussed with the teacher prior to visit and arrangements made about checking conditions on the day				
Manual Handling	Staff Manual handling hazards associated with moving furniture and resource boxes in order to set up space		Manual handling training mandatory for all staff. Sack truck available for moving crates of resources around site	Manual handling training mandatory for all staff				
Behaviour / aggression	Staff, visitors Potential unacceptable or aggressive behaviour of children		School staff remain responsible for children's behaviour; high staff:adult ratio	Staff have the right to cease a workshop if they deem visitors behaviour to be a danger to themselves of other visitors/staff				
Self Led Resources	Visitor	1	Teachers and accompanying adults	To monitor and record any minor issues	1	1		

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	Risk of mild papercut Risk of pencil injury		are responsible for the supervision and conduct of their children at all times					
Doors opening and closing	Visitors Risk of trapped fingers or being knocked by doors Risk of visitors entering areas not suitable for general public	3	Signage warning no entry where relevant Teachers to supervise pupils moving around the site and buildings	Larger groups such as schools to be monitored to ensure they keep clear of the door area.	1	3	To be monitored	
Objects on open display in Basing House museum	Visitors Risk of small injuries (cuts and grazes) from replica and real objects on open display	2	All Perspex display boxes and screens checked and cleaned regularly. Corners on Perspex covers rounded to make safe. All objects condition checked by conservators before being put on display		1	2	To be monitored	
Vehicles	Visitors/ Staff Potential exposure to moving vehicles in the car parks and crossing the road between the two	2	All school groups are met in the car park by a member of Learning team Staff and children are moved straight from the coach to the designated waiting area	School staff asked to carry out site pre-visit to assess risk. Safety information to support these measures is provided to teachers in the Teachers Pack and at the start of the session.	3	6		

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	sides of the Basing House site		Learning team staff wear high vis jackets on walk to and from car park and when in car park Roads are crossed at designated crossing points with full adult supervision. Facilitators ask whether school have preferred method of road crossing in line with their own school policy. Facilitator ensures this is adhered to School staff are responsible for ensuring children cross the road safely.					
Slip/trip/fall on uneven surface when moving around Basing House site	Visitors / staff Potential trip, fall and slip hazards due to the uneven ground, banks ditches, exposed cellars, broken walls and various surfaces (including gravel, earth and grass) that	3	Hazard Information is provided to all teachers within the Teachers Pack and includes advice on suitable footwear. Teachers must undertake a pre-visit All groups are briefed on the hazards around the	Teacher ratio must be adhered to and teachers are responsible for monitoring the sensible use of equipment within the space for their allocated group Safety information to support these measures is provided to teachers on our website, in the Teachers Pack and at the start of the session.	2	6		

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	are encountered on the site		site and told that no-one can climb ditches or banks or deviate from the paths. There are metal, wood or rope barriers around all potential fall hazards, such as the open cellars, bridges and wells. A high adult:child ratio is required (at least 1:15) and adults are asked to stay with their groups at all times. Teachers and other school staff remain responsible for children's behaviour when on site at all times	Standard health and safety briefing to be used by Basing House Team Staff written and circulated				
Water	Visitors, staff		Teachers are briefed about the walk along the river before	Safety information to support these measures is provided to teachers				

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	Potential drowning hazard due to path between the River Loddon and fish ponds and the deep water at one end of the fish ponds		arrival . Teachers undergo their own risk assessment on their site pre-visit Facilitator carries life belt in case of emergency when collecting school party	on our website, in the Teachers Pack and at the start of the session.				
Fire	All Fire/emergency evacuation	5	See Basing Grange fire evacuation plan for full details	Staff are shown fire evacuation plan	1	5		

Assessed by	Emma Christie	Date	06/02/2025	Review date	01/04/2025

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