

Bakewell Old House Museum – Risk Assessment for School Groups - General

Task / Operation	School/Group visit	Next review required	Date actually reviewed	Changes req	Assessor initial
Person(s) affected	Staff, Volunteers, Visitors (Pupils and Teachers/supervisors)				
Person(s) undertaking assessments	CM				CM
Date:	13/08/10	13/08/11			

L = Low risk M = Medium risk H = High risk

Please note it is the responsibility of Teachers and Supervisors to ensure that all Control Measures and Actions are taken as highlighted by the Risk Assessment.

<i>Arrival at the Museum</i>							
Hazard	Resultant effect	L	M	H	Control measures / Action taken	Initial	Date
Walk up gravel path to Museum	Risk of trip/fall on gravel	✓			Take care when walking up the drive.	CM	13/08/10
Steps into the museum	Risk of trip/fall on steps/gravel	✓			Be aware of steps as a trip hazard		

Hazard	Resultant effect	L	M	H	Control measures / Action taken	Initial	Date
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<i>The Parlour</i>							
Uneven floor Low light levels	Trip/fall hazard	✓			Be aware		
Pottery objects on table	Potential broken ceramics if objects are moved/dropped. Risk of cut/abrasion	✓			Do not touch or move objects on table		
Table and chairs	Running into corners of table/chairs. Knocking over chairs, risk of injury		✓		Do not allow running Be aware		
Glass fronted cabinets	Risk of running into sharp edges/head injury	✓			Do not allow running Be aware		
Television, electrical sockets	Possibility of electrical shock	✓			Keep away from electrical sockets and equipment. Plug sockets are not covered Be aware		
Step into room	Trip/fall hazard	✓			White painted line on steps Be aware		
Cupboard that can be opened that contains glassware	Broken glass, cuts possibility of trapping hands in door	✓			Please do not open sign there clearly displayed Do not allow cupboard to be opened		

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<i>The Tudor Closet</i>							
Uneven floors Low lighting	Fall/trip hazard	✓			Be aware		
Open doorways in wall	Possibility of falling/tripping into next room		✓		Be aware of doorways, steps and tripping hazards		
Loose objects on table including glass and sharp tools/edges.	Possible cuts/abrasions from broken glass and ceramics. Objects falling or being handled inappropriately		✓		Keep children supervision; do not allow them to handle objects.		
Milk churn and other equipment/tools including sharp edges on floor level	Trip or fall into, risk of head injury	✓			Do not allow running		
<i>Porch</i>							
Uneven floors	Trip/ fall hazard	✓			Be aware		
Heavy door into museum	Could trap arms/legs or head	✓			Ensure door is propped or held open sufficiently while group enter safely		
Glass fronted door	Risk of falling into glass door. Risk of lacerations	✓			Do not allow running		
Tools and metal equipment / sharp hooks	Some at head height risk of head injury. Risk of falling	✓			Tools secured to wall, be aware of objects which are at		

Hazard	Resultant effect	L	M	H	Control measures / Action taken	Initial	Date
	into onto or objects falling				head height		
<i>The Houseplace</i>							
Uneven floor Low lighting	Fall/trip hazard	✓			Be aware		
Fireplace, metal objects	Risk of injury from falling onto or into sharp/ hard objects. Risk of injury from falling object	✓			Be aware of sharp objects and those at head height. Objects are securely fastened so not to fall		
Table corners at reception	Risk of head/body injury	✓			Do not allow running		
Fire hydrant	Risk of falling	✓			Do not allow children to touch move hydrant		
Electrical sockets behind desk	Risk of electric shock	✓			Reception manned by volunteers, do not allow children behind desk		
Souvenir/ gift stands	Small choke hazards, possible falling objects	✓			Do not allow children under 5 years of age to touch or play with gifts/souvenirs		
Table with Bakewell pudding story	Possibility of injury from falling mannequin and objects on table, broken ceramics etc	✓			Do not pick up or move objects, mannequin is secured but do not touch		

Hazard	Resultant effect	L	M	H	Control measures / Action taken	Initial	Date
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<i>The Victorian Kitchen</i>							
Uneven floor Low lighting	Fall/trip hazard	✓			Be aware		
Fireplace/stove with heavy irons, pans and cooking equipment	Falling into fireplace/stove Heavy objects falling, risk of injury	✓			Do not allow running Be aware, do not allow children to touch/move objects		
Table with mincers attached on the end	Risk of finger cuts, laceration or injury caused by running into mincers or table edges	✓			Do not allow running Be aware Do not allow children to touch mincers. Handles are fishwired together to prevent movement		
Glass washboard and glass bottles on windowsill	Possibility of broken glass, cuts/lacerations	✓			Do not allow children to handle glass objects		
Ceramics under cabinets	Falling objects, broken ceramics Cuts/lacerations	✓			Wooden bar in place to prevent falling ceramics Do not allow children to handle ceramics		
Cupboard by door containing objects	Risk of trip from step into cupboard, trapping fingers in door. Becoming trapped inside	✓			Keep away from steps and cupboard door Be aware		

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<i>The Cellar</i>							
Uneven floor Low lighting	Trip/fall hazard	✓			Be aware		
Low doorway and ceiling	Risk of head injury	✓			Be aware of ceiling height and confined space. Do not allow room to become crowded		
Ceramics on shelf	Risk of falling ceramics or head injuries on corners of shelves	✓			Be aware of shelves and confined space. Barrier in place to prevent falling ceramics.		
Dolly tubs, mangle and laundry equipment	Risk of injury from handling equipment. Trapping fingers in mangle	✓			Do not allow children to handle laundry equipment out side of supervised sessions. The mangle handle is disabled. (separate risk assessment is available which covers laundry sessions and equipment used)		
Garderobe waste chute	Risk of crawling into and becoming stuck inside/ banging head on stone	✓			Do not allow children to crawl into chute		

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<i>The Garderobe Chamber</i>							
Uneven floor Low lighting	Trip/fall hazard	✓			Be aware		
Plug sockets	Risk of electrical shock	✓			Do not touch sockets or electrical equipment. Plug sockets are not covered Be aware		
Uneven/narrow staircase	Risk of slip/trip/fall		✓		Visitors are advised to use main staircase and take caution if you use the Arkwright staircase		
Dress makers dummies	Could fall on top of child	✓			They are stabilised but be aware		
Glass cabinets	Risk of head injury sharp corners	✓			Do not allow running Be aware		

<i>The Tudor Central Bedchamber</i>							
Uneven floor Low lighting	Trip/fall hazard	✓			Be aware		

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Dehumidifier, electrical sockets	Risk of electrical shock	✓			Do not touch sockets or electrical equipment/dehumidifier. Plug sockets are not covered Be aware		
Glass exhibition cabinets, sharp corners	Risk of head injury	✓			Do not allow running Be aware		
Sewing Machines	Risk of injury	✓			Do not allow children to touch sewing machines		
<i>Porch Chamber</i>							
Uneven floor Low lighting	Trip/fall hazard	✓			Be aware		
Window	Risk of falling through/out		✓		Do not allow running, be aware keep away from window		
Pin cushion, pins	Risk of cut, laceration from pins	✓			Do not allow children to touch or remove pins from pin cushion		
Glass cabinets/sharp edges	Risk of running into sharp edges/head injury	✓			Do not allow running Be aware		
Chest of drawers	Drawers pull out, risk of injury if pulled too far		✓		Do not allow children to pull out drawers		

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Small space	Hazardous if overcrowded, objects (i.e. Spinning wheel) may be knocked over causing injury	✓			Do not allow overcrowding of room and supervise children at all times		
<i>Small Bedchamber</i>							
Uneven floor	Trip/fall hazard	✓			Be aware		
Low lighting							
Low doorway	Risk of head injury	✓			Be aware		
Glass cabinets at low level	Risk of running into edges head injury	✓			Do not allow running Be aware		
Hoops, pram and other objects on display which are not in cabinets	Falls/trips into/onto may cause injury, trips		✓		Do not allow running, be aware and do not touch objects – hoops are wired together and pram is fastened down		
Desk corners	Risk of head injury	✓			Do not allow running		
Loose heavy objects i.e. Fire place tools	Risk of injury from heavy objects – being dropped or falling into/onto	✓			Do not allow children to touch/pick up objects		
Dehumidifier, electrical sockets	Risk of electrical shock	✓			Do not touch sockets or electrical equipment/dehumidifier.		

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					Plug sockets are not covered Be aware		
Solar							
Uneven floor Low lighting	Trip/fall hazard	✓			Be aware		
Low doorway	Head Injury	✓			Warning sign, be aware		
Dressing up rail, hangers	Risk of falling into/onto, injury from blunt metal hangers or rail		✓		Do not allow running, be aware, supervise children with hangers		
Mirror	This is stable but unfixed, could be knocked over: Risk of broken glass, cuts/lacerations, head injury		✓		Do not allow running, be aware that mirror is not fixed to floor		
Electrical sockets	Risk of electrical shock	✓			Do not touch sockets or electrical equipment/dehumidifier. Plug sockets are not covered Be aware		
Notice board	Unfixed, could be pulled over or knocked over causing injury	✓			Do not allow running, be aware that notice board is not fixed to floor		

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Wooden chest	Lid can be opened, risk of children climbing inside or trapping fingers		✓		Do not allow children to open the chest lid		
Dolls house	Contains small objects which are a choking hazard, hinged doors could trap fingers, Dolls house is not fixed to the fireplace so could be pulled on top of child		✓		Be aware Supervise children at all times when playing with the Dolls house		
Gallery & Outside							
Uneven flooring and steps	Risk of trip or fall	✓			Be aware		
Tools and equipment, metal objects and industrial items	Risk of fall onto/into objects Sharp objects		✓		Do not allow running, and also limit number of children allowed in the gallery at one time.		
Limited space in gallery	Overcrowding increases risk of above	✓			Limit number of children in gallery at once.		
Steps at rear of the building	Steep steps at the rear of the building, could be slippery if wet and are uneven – risk of trip/fall		✓		Be aware and supervise children at all times when at the rear of the building, climbing, steps and looking at the back of the house or outhouse – this area is cordoned off but caution should be used at all times		
Outhouse at rear of building and area behind the house	Risk of fall or trip at rear of house and outhouse		✓				

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Office							
Computer equipment and electrical equipment, desks, chairs and office equipment.	Risk of overcrowding in office area and potential of trip and fall into desks and office area.	✓			Children will only be permitted in Office area if they are engaging in Victorian Laundry activities as this area is used for a changing area. Children will be supervised at all times by museum staff when using this area, but should also be supervised by school/group teachers/supervisors.		

Please note it that this risk assessment is designed as a guide for teachers/supervisors planning a school/group visit, when filling in their own risk assessment. Other hazards outside of the museum property which may be posed by a visit (i.e. Travelling to and from the museum) have not been taken into account, and are not the responsibility of Bakewell Museum.