

THE IRONBRIDGE GORGE MUSEUM TRUST

Advice on Risk Assessment for Visit Organisers to the Ironbridge Gorge Museums

The following measures have been put in place to ensure you have a safe and enjoyable visit.

Insurance	The Ironbridge Gorge Museum has public liability insurance of £10,000,000
Health & Safety	<p>The Museum complies with all relevant national health and safety laws</p> <p>We have a written Health & Safety Policy, available for inspection</p> <p>The Museum has qualified First Aiders and there are designated First Aid Rooms</p> <p>School staff are responsible for administering first aid</p> <p>Please report all accidents to a member of Museum staff to ensure relevant documentation is completed</p> <p>Museum staff are all aware of the fire evacuation procedure, and will always be on hand to assist.</p>
Staffing	<ul style="list-style-type: none"> • All Education Officers have been checked through the DBS (Disclosure & Barring Service) or CRB (Criminal Records Bureau) and received full Enhanced Disclosure Certificates. • The Group Organisers, not the Museum Staff, are responsible for the supervision and welfare of their students at all times during their visit
Special Needs Provision	<ul style="list-style-type: none"> • There is easy wheelchair access, including lifts and ramps, to most areas of the Museum. • The Museum offers activities appropriate for students with special needs
Exhibits	The Museum offers a combination of workshops and gallery spaces, a risk assessment is in place for each of these areas.

To help prepare for your visit we ask that you follow the guidelines below:

During your Visit	<p>Once on site educational parties should be divided into smaller groups appropriate for the activities planned. Each group should be supervised by a responsible adult.</p> <p>Pupils are advised:</p> <ul style="list-style-type: none"> • Not to run • To stay in their groups and not leave the area without prior permission from a teacher • To show consideration for members of their own group and all other groups and visitors within the Museum • Not to shout • Not to eat or drink anything in the workshop areas
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Specific Risks – Exhibition Galleries

Area	Hazard	Risk	Action
General: 1. Changes in Floor Surface and level 2. Stairs	Slips, trips and bumps	Low	<ul style="list-style-type: none"> Pupils supervised at all times
Lifts	Finger traps	Low	<ul style="list-style-type: none"> Lifts recommended for visitors with restricted mobility only Lift to be operated only by a supervising adult according to instructions on the control panel Strict adherence to maximum numbers recommended by manufacturer
Car Parks	Traffic	Low	<ul style="list-style-type: none"> Pupils supervised at all times Marked routes through car park to be followed
Demonstrators' workshops (Coalport, Jackfield)	Bumps/Falls/Hazardous materials in use. Kilns in operation	Low	<ul style="list-style-type: none"> Barriers in place to keep visitors away from working area Pupils supervised at all times Safe working procedures and trained staff in place
Exhibits with workshop areas (Blists Hill)	Bumps/Falls/Machinery in operation / Hazardous materials in use.	Low	<ul style="list-style-type: none"> Barriers in place to keep visitors away from working area Pupils supervised at all times Safe working procedures and trained staff in place
Canal Open water	Falling in / Drowning	Low	<ul style="list-style-type: none"> Pupils supervised at all times Verbally warn pupils Buoyancy aids accessible
Animals	Risk of infection / allergies	Low	<ul style="list-style-type: none"> Animals are kept behind fences out of reach of visitors Hand washing guidelines are available Identified hand washing facilities on site
Moving Vehicles – horse and cart, steam vehicles (Blists Hill)	Collision/crushing	Low	<ul style="list-style-type: none"> All vehicles operated by trained member of staff
Fairground Swing boats Chair-o-planes (Blists Hill Main season)	Moving machinery Trapping Tripping/Slipping/Falling Struck by falling objects Collapse	Low	<ul style="list-style-type: none"> Pupils supervised at all times Staff check sound condition of rides regularly Rides monitored at all times by fully trained staff All hazardous areas clearly marked

Specific Risks – Workshops

- Each workshop has a risk assessment available from site education officer.