



Transport Museum Wythall

Education Team – Site Risk Assessment

Assessment Date: Feb 2023

Notes:

1. Visitors include Children and Vulnerable Adults
2. Carers include Teaching staff, TAs, Parents and Specific Carers
3. Risks are categorised 1-5

Potential hazard	Precautions in place	Risk likelihood	Severity of harm	Overall risk	Additional Action required
<p>Car Park / Museum Yard:</p> <ul style="list-style-type: none"> • Vehicle movements • Tripping or falling • Oil from buses on floor 	<p>Safety of visitors will be stressed with carers and mutual responsibilities set out in planning the visit, within the Teacher’s Pack (Available from Website) issued prior to the visit and in a briefing on arrival.</p> <p>Organisers advised before the visit that they must provide a safe and satisfactory ratio of visitors to carers to ensure adequate supervision.</p> <p>Children always under adult supervision within groups and if a child starts to become separated from the group, it is responsibility of teacher (if necessarily advised by the museum guide) to bring that individual back under supervision.</p> <p>Only essential vehicle movements when school parties present.</p> <p>Museum policy to avoid spills where possible and clean up.</p>	1	5	2	Particular care to be taken by railway crossing.



Transport Museum Wythall

<p><u>Throughout Museum:</u></p> <ul style="list-style-type: none"> • Cool Temperatures 	<p>Most of the museum is unheated so all visitors should be briefed to wear suitable clothing.</p>	1	1	1	
<p><u>Power Hall Exhibition:</u></p> <ul style="list-style-type: none"> • Tripping or falling • Damage to displays • Vandalism • Theft 	<p>Children always under adult supervision. Small exhibits in locked display cases. Hall inspected prior to opening to the public. Vehicle exhibits do not have easily removed parts. Access to vehicle interiors limited</p>	1	2	1	<p>In wet weather floor can be slippery – special care needed</p>
<p><u>Museum Cafe:</u></p> <ul style="list-style-type: none"> • Tripping or falling • Theft 	<p>Children always under adult supervision. Sales stock behind counter to be out of view to remove temptation.</p>	1	1	1	
<p><u>Museum Shop:</u></p> <ul style="list-style-type: none"> • Theft 	<p>Children in shop to be limited to 10 at any one time and always under adult supervision. Shop only opened on request of group. Higher value items in locked cases or near counter.</p>	1	1	1	
<p><u>Museum Toilets:</u></p> <ul style="list-style-type: none"> • Tripping or falling • Need for adult assistance 	<p>Children always under adult supervision. Toilets inspected prior to opening to the group.</p>	1	2	1	



Transport Museum Wythall

<p><u>Other Display Halls:</u></p> <ul style="list-style-type: none"> • Tripping or falling • Damage to displays • Vandalism • Theft 	<p>Children always under adult supervision. These halls only available to groups by prior arrangement. Due to their nature, with limited access, a greater degree of adult supervision is required.</p>	1	2	1	
<p><u>Activities; Bus Collecting school group from and returning them to their school + Bus Ride from the museum:</u></p> <ul style="list-style-type: none"> • Tripping or falling • Accident • Sickness • Breakdown of bus being used whilst transporting the school group 	<p>The museum is a licensed PSV operator and meets all the requirements of a commercial bus operation. Bus to be used will be from the Class VI fleet. In addition to the regular high standard of planned maintenance, vehicles will be inspected for hazards before each use. All drivers to be fully PCV licensed and specifically briefed on potential risks and actions to take in transporting school groups. All buses will carry a museum guard in addition to the children always being under adult supervision.</p> <p>The route used for any school group pick-ups will be carefully worked out in advance. This will ensure the driver and guides are prepared and aware of any safety hazards should there be a breakdown on the route chosen. Every means will be taken to keep children safe (particularly if it is necessary to evacuate the bus). The agreed route must be followed by the driver.</p> <p>For circular bus trips from the museum only agreed routes to be used. The routes have been assessed with breakdowns in mind so as to avoid busy/fast main roads as far as possible, keep to minor roads with footpaths and/or areas where children can be kept safe if they need to evacuate the bus and await a replacement at the roadside. The furthest distance of any trip route from the Museum is no more than 20 minutes.</p>	2	1	2	<p>Parents should be made aware that museum buses are not fitted with seat belts.</p> <p>Guards provided to ensure safety on platform. Children must not sit next to emergency exits</p> <p>Additional step for platform to be used if required</p> <p>In the event of mechanical or other failure of any vehicle operated for a school visit, or the incapacitation of the driver or guard, the museum has established a comprehensive back-up process using its own vehicles/drivers or, should these not be available, using the services of local commercial companies. (See separate Risk Assessment.)"</p> <p>In the event of a full vehicle failure which causes an obstruction on the highway, the police should be informed.</p>



Transport Museum Wythall

	<p>A sufficient supply of yellow safety visibility vests will be kept on the vehicle. In the case of a breakdown all museum staff, adult visitors and children will be required to wear them (if the school has not already provided them) to ensure they can be seen by other road users.</p> <p>The vehicle will carry emergency traffic breakdown signs/warning triangles which must be displayed on the road to warn oncoming drivers of a hazard. (Do not use on a motorway.) Warning lights to be displayed on the broken down vehicle as available.</p> <p>Ride duration limited to minimise sickness. Drivers will always stop on request provided it is safe to do so.</p> <p>Sufficient adult supervision to ensure children do not walk about during ride.</p> <p>Buses are not wheelchair accessible but passengers with limited mobility may be accommodated</p>				<p>In the case of a breakdown, the lead guide will be responsible with the teacher in charge for supporting and keeping safe the children in the vehicle or at the roadside away from traffic and safely transferring them to the replacement vehicle.</p> <p>A Safety Guide for drivers and guards will be available on the vehicle.</p>
<p><u>Other Activities:</u> These are dependent on the requirements of individual parties</p>	<p>Risk assessment to be made according to the activity to be performed.</p>	n/a	n/a	n/a	
<p><u>Child Protection and Safeguarding</u> To avoid any risk of abuse (physical, emotional, sexual, neglect)</p>	<p>All volunteers and guides to comply with the Museum's Policy for the Protection of Children, Young People and Vulnerable Adults. Where any volunteer may be required to work on own and on a regular basis with the same group of children</p>	n/a	n/a	n/a	



Transport Museum Wythall

	they will be DBS cleared by the Museum.				
In event of an accident or injury	The museum holds basic first aid equipment but does not provide a trained first aider onsite. All incidents must be reported to the lead museum guide for entry into our accident book	n/a	n/a	n/a	