

Brooklands Museum Trust Limited

Health & Safety Risk Assessment Form

Risk Assessment title: School Visits to Brooklands Museum	Assessment reference:	Date of RA: 3 rd February 2025
<p>Event / activity information: Schools visit Brooklands Museum as part of their educational enrichment. Schools are informed that they must keep full supervision of their students at all time and are provided with a timetable. Brooklands Museum operates a strict safeguarding procedure and policy in place to protect those who are vulnerable and most at risk. Students are permitted to wear their own clothes suitable for the museum, i.e. jeans, trousers, t-shirt, sweatshirt with no offensive, insulting or derogatory phrases. Suitable footwear for site must also be worn.</p> <p>Schools are encouraged to provide any special requirements or accessibility needs before the date of their visit.</p>		
<p>RA team members: Choong Ling Liew-Cain Learning & Engagement Officer, Annette Hetherington STEM Learning & Engagement Manager</p>		
Risk owner: Alex Patterson CEO Brooklands Museum	Review date: September 2026	

Ref no.	Hazard Identified (how could they cause harm? what are the possible injuries?)	Who might be harmed and how? (e.g. staff, volunteers, contractors, visitors)	Existing control measures and their effectiveness	Current risk			Additional control measures required (add to action plan for implementation)	Who will implement controls and by when?	Revised risk		
				Likelihood	Severity	Risk level			Likelihood	Severity	Risk level
1	Vehicle movements – struck by moving vehicle causing injury.	Children Teachers Adult supervisors	Speed limit of 10 MPH on site with signage installed at entrance points. Brooklands Museum operates a strict monitoring of vehicle access to site (gated access). Collection vehicles are maintained to a safe operating standard.	1	2	2					

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			<p>All personnel are made aware of any potential risks via the daily morning briefing by the Duty Managers.</p> <p>Teachers and adult supervisors are made aware of risk on arrival by a staff member or volunteer.</p> <p>Teachers and adult supervisors are made aware that they must accompany and supervise children at all times.</p> <p>Trained First Aiders on site throughout the day.</p>								
2	Inclined slopes on Members Banking and Test Hill, uneven and slippery surfaces (including aircraft stairs) across site could lead to a slip, trip or fall causing injury.	<p>Children</p> <p>Teachers</p> <p>Adult supervisors</p> <p>Museum staff</p> <p>Volunteers</p>	<p>Physical barriers and signage on Member's Banking prevent access to the banking.</p> <p>Museum staff, volunteers, teachers and adult supervisors must ensure the children do not run.</p> <p>Teachers and adult supervisors are advised of slippery surfaces and uneven ground on arrival by a staff member or volunteer.</p> <p>Trained First Aiders on site throughout the day.</p>	2	2	4					

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3	Low level headroom i.e. entrances to aircraft causing minor head injury.	Children Teachers Adult supervisors	Stewards and tour guides to warn teachers, adult supervisors, and taller children of low doors when relevant. Trained First Aiders on site throughout the day. Hazard tape on low entrances as a visual aid.	2	1	2					
4	Restoration Areas and vehicle maintenance workshop areas causing minor injury.	Children Teachers Adult supervisors	Restoration areas and vehicle maintenance workshop areas are barred off and display clear signage discouraging entry. Heritage engineers are made aware of school visits via the daily morning briefing by the Duty Managers to identify potential risks. Teachers and adult supervisors must ensure children are kept away from restoration areas and do not cross barriers.	1	2	2					

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5	River Wey access	Children	<p>Teachers and adult supervisors must ensure children are kept away from the river and do not cross barriers.</p> <p>Education groups are met by Brooklands personnel who ensure appropriate levels of supervision are maintained by school/college staff.</p> <p>School groups cross the river using the bridge.</p>	1	3	3					
6	Steps to Activity Rooms upstairs, leading to possible slips or trips causing injury	<p>Children</p> <p>Teachers</p> <p>Adult supervisors</p>	<p>Children are encouraged by Museum staff, volunteers, teachers and adult supervisors to take their time and hold on to the hand rails when ascending and descending the stairs.</p> <p>Teachers and adult supervisors are advised to walk in front of the children to ensure they walk slowly.</p>	2	1	2					
7	Falling off chairs in Activity Rooms	Children	Teachers are encouraged to visit for their own School Visit Risk Assessment and have the opportunity to see the Education Rooms and chairs.	1	3	3					

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			Children are encouraged by museum staff, volunteers, teachers, and adult supervisors to sit on chairs properly with their feet down and to keep all four legs of the chair on the ground.							
8	Lost child – child becomes separated from school group	Children	<p>If teachers note a missing child, they are to notify reception or duty manager as soon as possible with the name of the missing child.</p> <p>Museum staff and volunteers to follow lost child procedure if an unsupervised child is found.</p>	1	2	2				
9	Choking on Packed Lunch	<p>Children</p> <p>Teachers</p> <p>Adult supervisors</p>	<p>Children are fully supervised during lunch time by their teachers and adult supervisors.</p> <p>Trained First Aiders on site throughout the day.</p>	1	2	2				
10	Allergic reactions to insect bites and food allergies & intolerances	<p>Children</p> <p>Teachers</p> <p>Adult supervisors</p>	<p>Children are fully supervised at all times by their teachers and adult supervisors.</p> <p>Schools are invited to advise of any specific pupil needs at the time of booking and again on receipt of their timetable.</p> <p>Trained First Aiders on site throughout the day.</p>	1	2	2				

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Risk Assessment reviewers

Name: Annette Hetherington	Position: STEM Learning &Engagement Manager	Signature: <i>AGHetherington</i>	Date: 23/9/2024
Name:	Position:	Signature:	Date:
Name:	Position:	Signature:	Date:

Risk Assessment owner

Name: Alex Patterson	Position: CEO Brooklands Museum	Signature:	Date: 23 rd September 2024
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HEALTH AND SAFETY RISK MATRIX						
Likelihood of harm occurring	5 Almost certain	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	4 Likely	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3 Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	2 Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
	1 Extremely unlikely	LOW	LOW	LOW	MEDIUM	HIGH
		1 Injury / ill-health requiring no treatment	2 Injury / ill-health requiring first-aid or routine medical treatment	3 Injury / ill-health requiring significant medical treatment or hospitalisation	4 Extensive, multiple or life changing injury / ill-health	5 Fatal or life limiting injury / ill-health
Severity of potential harm						