

Risk Assessment for School Visits

This information has been put together to help you plan a safe and enjoyable visit to Chiltern Open Air Museum. It can be used to help you fill in your risk assessment but we still advise you to visit the Museum **free of charge** before your school visit.

Please remember to ask for help from any member of the Museum team at any time during your visit.

Hazard	Level of Risk	What the Museum does to minimise the risk ...	What you are responsible for ...
Burns from open fires	Low	<ul style="list-style-type: none"> ○ We only light fires in designated hearths and fire areas. ○ All fires have a visual barrier around them and, if appropriate, a fire guard ○ Group leaders will be made aware of buildings with unattended fires and should not allow children to enter these buildings without adult supervision ○ Where an open fire is used within an activity workshop, the workshop leader or assistant will always provide safety instructions to the children. ○ The workshop leader always carries a safety bag, which contains a fire blanket, instant ice packs and burn gel. ○ The workshop leader always carries a 2-way-radio. ○ We always have a qualified first aider on duty during your visit. 	<ul style="list-style-type: none"> ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team. ○ It is essential that no member of your group cross a visual barrier or remove a fire guard without direct instruction from a member of the museum staff ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit. ○ Please ensure that no member of your group attempts to cross any barriers.
Reactions to allergens -Asthma, Eczema and other allergies	Low	<ul style="list-style-type: none"> ○ We can provide non-powdered vinyl gloves for children suffering from eczema during activities where necessary. ○ We give information about any potential allergen (e.g. clay, use of water or food) on the individual teacher guidance notes about any potential risks. ○ Where a child is affected by asthma, where open fires are used, workshop leaders suggest that children stand closer to the open doorway. ○ If a child is severely asthmatic our workshops which involve use of open fires may not be suitable. 	<ul style="list-style-type: none"> ○ Please make sure that adult helpers are aware if any child in their group has any allergies and that any required medication is carried with the sufferer. ○ At the beginning of a workshop such as brick making or washday please let the workshop leader know if any child suffers from eczema so that gloves can be provided. ○ If you have booked a workshop which involves making food please inform us before your visit of any known food allergies.
Safeguarding issues	Low	<ul style="list-style-type: none"> ○ We always ask for two referees from new workshop leaders and assistants. ○ All of our eligible workshop leaders and assistants have received appropriate disclosures from the DBS. ○ All of our workshop leaders and assistants abide by a Code of Behaviour whilst working at the Museum. 	<ul style="list-style-type: none"> ○ Your school policies will be implemented regarding this issue. ○ Please let the Learning Team know immediately if you have any concerns relating to behaviour towards the children in your care during your visit.

		<ul style="list-style-type: none"> ○ We have a Safeguarding Policy, which is updated every three years. 	
Inappropriate behaviour by any member of your group	Low	<ul style="list-style-type: none"> ○ We provide guidance on our website to help you to have an enjoyable and safe visit. ○ We provide as much information as possible on the buildings and workshops to help you to plan appropriately. ○ We welcome phone calls to clarify any additional concerns you may have about aspects of your visit. ○ If any member of your group behaves in a way that endangers themselves or other people during your visit, especially in workshops, then we reserve the right to stop the workshop immediately or, in extreme cases, ask your group to leave the site. 	<ul style="list-style-type: none"> ○ Please ensure that you and the other adult helpers support the children in their groups as much as possible during their visit, especially during the activities included in the workshops. ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that all adult members of your group are briefed and given relevant paperwork prior to your visit to ensure that all runs as smoothly for you as possible.
Lost Children	Low	<ul style="list-style-type: none"> ○ Many members of the Museum team carry two-way-radios so that we can communicate with each other across our large site. ○ There is always someone in the Museum Office who carries one of these radios during your visit, and all workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and the Elliot & Sons Café. ○ We do have a search procedure which we put into action as soon as a child is reported missing. We also have procedures in place for when a lost child is found. ○ We always have a master timetable which shows when each school will be in designated locations for workshops or at lunch, so that we can find an adult from the child's school as quickly as possible. 	<ul style="list-style-type: none"> ○ Please ensure that you carry a register of all the children who are with your group at all times, including the names of the adult helpers responsible for each group, and that each adult helper has a copy of this information. ○ Please ensure that each child has some form of identification to show which school they are visiting with (e.g. school sweatshirt, sticky label with the school name, wrist strap with the school name on it). ○ It is your responsibility to ensure that each child is accounted for at all times during your visit.
Tripping and Falling	Low	<ul style="list-style-type: none"> ○ Each morning when we unlock the Museum buildings and site we check for fallen branches and other obstacles near buildings and on our main paths. If we are unable to clear any obstacles we will inform you as you arrive. ○ We provide you with practical guidance on the type of clothing and footwear that is suitable for the Museum site on our website. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. 	<ul style="list-style-type: none"> ○ Please try to arrive in plenty of time at the start of your visit so that we can ensure that we can tell you about any particular safety information. ○ Please ask every member of your group (adult and child) to wear suitable footwear during their visit to the Museum. ○ Please ask every member of your group (adult and child) to watch where they are walking, especially in woodland areas where there will be rabbit holes and badger setts. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.

		<ul style="list-style-type: none"> ○ We always have a duty first aider on site during your visit. ○ We reserve the right to refuse entrance to a group if we believe that their footwear is unsafe. 	
Climbing and Falling	Low	<ul style="list-style-type: none"> ○ Each morning when we unlock the Museum buildings and site we always check the Adventure Playground. If it is very wet or we believe that the playground is unsafe for any reason we will close it. If this decision is made we will tell you on arrival. ○ Some equipment in the Adventure Playground is not suitable for very young children. ○ We provide you with practical guidance on the type of clothing and footwear that is suitable for the Museum site on our website. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. ○ If scaffolding or ladders are being used at the Museum then they are either in use by a member of the Museum team or are behind a visible barrier. 	<ul style="list-style-type: none"> ○ Please try to arrive in plenty of time at the start of your visit so that we can ensure that we can tell you about any particular safety information. ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team. ○ All children on a school visit must be supervised by at least one responsible adult when using the Adventure Playground. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Bites & stings from insects, nettles and snakes	Low	<ul style="list-style-type: none"> ○ Please be aware that the Museum is a natural countryside site and as such is home to a variety of flora and fauna. ○ We work towards ensuring that pathways, around buildings, communal common ground and workshop spaces are as free from nettles as possible. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. ○ We provide you with practical guidance on the type of clothing that is suitable for the Museum site on our website, which includes the recommendation that children wear long trousers and sleeves when visiting the Museum during any season. 	<ul style="list-style-type: none"> ○ Please make sure that adult helpers are aware if any child in their groups has any allergies to bites and stings, and that any required medication is carried with the sufferer. ○ Please ask every member of your group (adult and child) to wear suitable clothing and footwear during their visit to the Museum. ○ Please ask every member of your group (adult and child) to watch where they are walking, and help children to recognise stinging nettles. ○ Please ask every member of your group (adult and child) not to approach wild animals, insects and reptiles. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Spread of diseases from farm and wild	Low	<ul style="list-style-type: none"> ○ We provide several hand washing facilities around the Museum site, which are indicated on the site map. 	<ul style="list-style-type: none"> ○ Please ensure that every member of your group (adult and child) washes their hands with soap and water after touching

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animals		<ul style="list-style-type: none"> ○ We recommend that you take note of and make use of these on every occasion. ○ We provide reminders of the need for hand washing in relevant places around the Museum site. ○ Additional precautions are taken at lambing time and at the advice of DEFRA and/or our veterinary surgeon. 	<p>the animals and exploring the Museum's farmyard and site.</p> <ul style="list-style-type: none"> ○ Please ensure that every member of your group (adult and child) washes their hands with soap and water after activity workshops and before workshops involving cooking activities. ○ Please ensure that every member of your group (adult and child) washes their hands with soap and water before eating and drinking. ○ If additional precautions are in place please ensure that every member of your group follows any guidance that we provide.
Accidental harm from farm and wild animals	Low	<ul style="list-style-type: none"> ○ Our livestock can be found around the Museum in their paddocks. ○ We clearly label electric fences. ○ If livestock are moved during your visit they are always accompanied and led by experienced staff and volunteers. However the Estate Manager will take your timetables into account before moving the animals to ensure your and their safety. ○ The Museum is a beautiful countryside site and as such has a lot of wildlife including badgers, foxes, rabbits, owls and kestrels. 	<ul style="list-style-type: none"> ○ Please do not enter any paddock in which our livestock are grazing unless a member of the Museum team has given permission for you to do so. ○ Only allow children to stroke our livestock one at a time and if the animals come to you (they are all very friendly). <i>This does depend on your own school policy on touching animals.</i> ○ Please ensure that no member of your group feeds the animals as it can make them very poorly, except if given permission by and accompanied by a member of the Museum team. ○ Please ask every member of your group (adult and child) to show respect to our livestock and to the wildlife that can be seen at the Museum. We especially ask you to explain to the children that the animals can be unsettled by loud noises so that they need to act calmly around them. ○ Please ask every member of your group (adult and child) not to approach wild animals (including the farm cats) as they are not used to human contact. ○ Please ask every member of your group (adult and child) not to attempt to cross or touch any electric fences. ○ If you see livestock being moved please ask all members of your group to move out of their pathway.
Poisoning from plants and berries	Low	<ul style="list-style-type: none"> ○ Please be aware that the Museum is a natural countryside site and as such is home to a variety of flora and fauna. ○ We strongly recommend that no plants, fungi or berries should be picked unless guidance and permission is given by a member of the Museum team. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you 	<ul style="list-style-type: none"> ○ Please help the children to start to recognise that some plants and berries are poisonous to us and that they should not pick anything that they do not recognise. ○ Please ask adult helpers to ensure that children do not put any plant or berry in their mouths and to wash their hands with soap and water after touching these items. ○ Please ensure that every member of your group (adult and child) washes their hands with soap and water before eating and drinking.

		<p>at the Visitor Welcome Centre and Elliot & Sons Café.</p> <ul style="list-style-type: none"> ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Chill or Sunstroke	Low	<ul style="list-style-type: none"> ○ We provide you with practical guidance on the type of clothing that is suitable for the Museum site on our website. ○ We provide guidance on the location of drinking water standpipes where you can refill drinks bottles on our map. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please ask every member of your group (adult and child) to wear suitable clothing during their visit to the Museum: particularly on a hot day when we strongly advise you wear sunhats. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit. ○ Please ask adult helpers to ensure that they are extra vigilant during times of severe cold or heat during a visit to the Museum.
Drowning and spread of diseases from the Wildlife Ponds	Low	<ul style="list-style-type: none"> ○ The Wildlife Ponds are surrounded by barrier fences. ○ The Wildlife Ponds are clearly marked on the map. ○ Access to the Wildlife Ponds is supervised by a member of the Museum team. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please do not cross any barriers unless accompanied by a member of the Museum team. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Falling branches in the woodland areas	Low	<ul style="list-style-type: none"> ○ We visually inspect the woodland areas on a regular basis for fallen branches, with additional checks made after severe weather conditions. ○ We may close the Woodland Walk at any time due to maintenance and severe weather conditions. ○ Our woodland areas are surveyed by a qualified tree surgeon at least once a year, with work undertaken for both preventative care and if any damage has occurred. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit. ○ Please ensure that all member of group are aware that if a barrier is across the Woodland Walk entrances it is because we have closed the walk for safety reasons.

<p>Accidental harm from Museum equipment used in activity workshops</p>	<p>Low</p>	<ul style="list-style-type: none"> ○ We regularly inspect and maintain equipment used in workshops. ○ Our workshop leaders and assistants will provide you and your group with instructions on the safe use of equipment during your visit. ○ We reserve the right to discontinue a workshop if members of your group behave in a way to cause harm to themselves or others. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
<p>A fire emergency at the Museum</p>	<p>Low</p>	<ul style="list-style-type: none"> ○ We only light fires in designated hearths and fire areas, and all fires have a clear visual barrier around them which identifies them as places where supervision by a responsible adult is required. ○ In the case of a fire emergency you will be provided with instructions on congregation points and other safety issues by Museum personnel ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ In the case of a fire emergency at the Museum you will be asked to ensure that a full register is taken, and to inform us immediately if any member of your group is unaccounted for. ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team, and that they remain in the congregation point provided. ○ You are responsible for the behaviour of every member of your group.
<p>Accidental harm on the Adventure Playground</p>	<p>Low</p>	<ul style="list-style-type: none"> ○ Each morning when we unlock the Museum buildings and site we always check the Adventure Playground. If it is very wet or we believe that the playground is unsafe for any reason we will close it. If this decision is made we will tell you on arrival. ○ Some equipment in the Adventure Playground is not suitable for very young children. ○ We provide you with practical guidance on the type of clothing and footwear that is suitable for the Museum site on our website. ○ If needed there is always someone at the Museum Office who carries a two-way-radio during your visit, and all of the workshop leaders carry them also. When the Museum is open between April and October there is also someone to help you at the Visitor Welcome Centre and Elliot & Sons Café. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please try to arrive in plenty of time at the start of your visit so that we can ensure that we can tell you about any particular safety information. ○ All children on a school visit must be supervised by at least one responsible adult when using the Adventure Playground. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
<p>Accidental harm in workshops</p>	<p>Low</p>	<ul style="list-style-type: none"> ○ Our activity workshop leaders and assistants will provide you and your group with instructions throughout the workshop. 	<ul style="list-style-type: none"> ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum

		<ul style="list-style-type: none"> ○ All of our workshops have been carefully designed and risk assessed. ○ We ensure that workshop equipment and materials are stored safely at the end of each session. ○ We reserve the right to discontinue a workshop if members of your group behave in a way to cause harm to themselves or others. ○ The workshop leader always carries a 2-way-radio. ○ We always have a duty first aider on site during your visit. 	<p>team.</p> <ul style="list-style-type: none"> ○ Please ensure that all adult helpers are willing and able to help the children throughout the activity workshop. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Accidental harm from vehicle movements	Low	<ul style="list-style-type: none"> ○ No vehicles are permitted on the Museum site when we are open to the public, with the exception of emergency vehicles, works vehicles and for some required vehicles for special events. ○ When vehicular movement is of necessity then it may be allowed during your visit, at which time a member of the Museum team will walk in front of the vehicle at all times, with a speed limit of 5mph in place. ○ With the exception of emergency vehicles, all vehicular movement will be co-ordinated with consideration to the timetables of each visiting school (i.e. if a school is playing on the Village Green vehicle movement in this area would be curtailed). ○ If we are aware of any planned vehicular movement we will inform you when you arrive. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please try to arrive in plenty of time at the start of your visit so that we can ensure that we can tell you about any particular safety information. ○ You are responsible for the behaviour of every member of your group. ○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
Accidental harm from maintenance work	Low	<ul style="list-style-type: none"> ○ Our volunteers have been trained to ensure that their tools and equipment are not left unattended whilst they are working on a project. ○ We do erect temporary barriers for larger maintenance and animal husbandry jobs. ○ Our staff and volunteers work closely to ensure that you are informed of any major work occurring during your visit when you arrive and that any disruption to your visit is minimised. ○ We always have a duty first aider on site during your visit. 	<ul style="list-style-type: none"> ○ Please try to arrive in plenty of time at the start of your visit so that we can ensure that we can tell you about any particular safety information. ○ Please respect any barriers which we have erected as they are for your and your group's safety. ○ Please let the Learning Team know if you have any concerns relating to unattended tools, etc. during your visit as soon as possible. ○ Please ensure that every member of your group (adult and child) follows instructions given by a member of the Museum team. ○ You are responsible for the behaviour of every member of your group.

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			<ul style="list-style-type: none">○ Please ensure that there is at least one qualified first aider with your group and that they carry a first aid kit.
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