

Activity Risk Assessment Landscape Report



Reference	2577	Activity Description	Schools visiting Mansfield Museum and Palace Theatre for participatory workshops in designated spaces and touring around the galleries or theatre.
Assessment Date	04/09/2024	Publish To Portal	No
Assessor Name	Christopher Neil	Description	Organised school trips to the Museum and Theatre (practical workshops and / or gallery visits)
Assessment Team Members	Rachael Boaler (MDC002508) Jodie Henshaw (MDC007425) Sian Booth (MDC002550)	Review Date	30/09/2027
Project Risk Assessment Reference		Overall Potential Risk Level	9
Org Unit	Bassetlaw -> Mansfield District Council -> Health, Communities & Insight -> Cultural Services	Overall Residual Risk Level	4
Location	Mansfield Museum and Palace Theatre	Number Of People Exposed	90
Risk Assessment Category		People Exposed	School pupils - maximum of 70 pupils in one visit. Accompanying staff - 10-12
Date Record Created	16/06/2021		

Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	P	S	R	Additional Control Measures	P	S	R
Environmental conditions 1 School pupils / students in an unknown environment. 2 School pupils / students interacting with members of the public. 3 School pupils / students able to wander about independently.	School pupils / students Staff and volunteers supporting the pupils / students. The pupils / students are in unknown spaces and are in the public domain for some of the day. All pupils / students and staff / volunteers are moving about and working in different spaces and using stairs or lifts.	Visits are pre-booked and must have the correct adult:pupil ratio for adults accompanying the children on the trip. Foundation Stage 1:3 Key Stage 1 1:6 Key Stage 2 1:8 Key Stage 3 / 4 1:10 Information packs are sent out to the schools when they make a booking they are requested to return a signed copy of the terms and conditions. Classes and activities are closely monitored. All museum and theatre staff are trained in fire / emergency evacuation procedures. The Museum is more likely to have other members of the	3 - Significant	3 - Serious	9 - Medium	Schools are advised to carry out their own risk assessments prior to the visit. When moving around and working in these buildings - buildings that are actively in use as well as old (with some narrow stairs and occasional clearly defined trip hazards), staff at the Museum / Theatre will always clearly lead and point out any possible danger points to ensure the health and safety of the children and staff at all times. Providing all instruction is adhered to at all times and common sense is applied, there are no unreasonable hazards.	2 - Low	2 - Minor	4 - Low

public in its buildings during school visits than the Theatre. However, Museum gallery assistants and workshop leaders from the Theatre monitor the children in addition to their own adults, while they are in the public areas.

On arrival the Education Officer and workshop leaders give the staff and pupils a familiarisation tour.

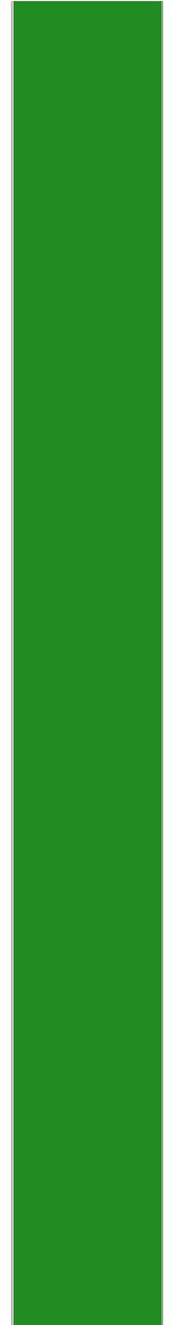
When using the toilets the children are accompanied by school staff or helpers, with members of the public being directed to alternative toilets.

At all times during the visit the school staff and helpers are responsible for the pupils.

When working in different spaces and doing different activities, the leaders of the activities will clearly explain the activity and demonstrate if required in order that the children work safely in designated spaces and correctly use any materials / props.

When moving around the various spaces of the Museum and Theatre, clear direction will be provided by the Museum / Theatre staff.

The Museum is mainly on one level for visitors. However, occasionally some pupils will go upstairs to attend some store rooms. Equally, to attend the Studio / workshop space in the Theatre, the children and staff will have to climb a staircase. Clear direction from the staff will be provided and time will be taken to ensure the children and staff take appropriate care when climbing and

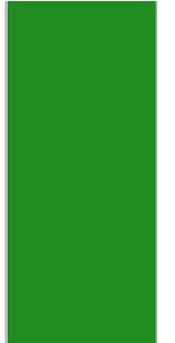


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descending the stairs. If any children require to be taken in the lift to the higher level, the staff member and a representative from the school will accompany the child to ensure their safety and proper use of the lift.

In the event of an emergency the Education Officer and workshop leaders will lead the children out of the building as per procedures.



Assessment Conclusion

To the best of my knowledge, all known risk factors have been addressed and providing all guidelines and advice is adhered to there should be no concerns.