



## SHIPWRECK MUSEUM

(Founded in 1986 by Dr. Peter Marsden)

Rock-a-Nore Road, Hastings, East Sussex, TN34 3DW

Tel: 01424 437452

Email: [info@shipwreckmuseum.co.uk](mailto:info@shipwreckmuseum.co.uk)

# Educational Visits – Risk Assessment

## Determining the risk

A numeric rating is given for both the severity and the probability; when multiplied together, the risk factor can be determined for any given hazard.

Remedial measures taken to reduce the level of each identified risk are shown.

### Probability

1	Improbable	Unlikely to occur
2	Possible	May occur
3	Probable	Likely to occur
4	Certain	Common / frequent

### Severity

1	Minimal risk	Strain, shaken, no injury
2	Moderate risk	Cuts, bruises, sickness, etc
3	High risk	Broken bones, burns, etc
4	Major risk	Death, loss of limbs, etc

## Table of Risk Factors (probability x severity)

Probability	Severity			
	Minimal (1)	Moderate (2)	High (3)	Major (4)
Improbable	1	2	3	4
Possible	2	4	6	8
Probable	3	6	9	12
Certain	4	8	12	16

Risk assessments based on adult to children ratio of 1:10 or better. If children are considered especially high risk because of behavioural or physical difficulties, the ratio should be intensified to take account of the additional risk occasioned.

<b>Area/Activity</b>	<b>Potential Hazard</b>	<b>P</b>	<b>S</b>	<b>Risk Factor</b>	<b>Measures Taken to Control Risk</b>	<b>Additional Measures Required</b>	<b>P</b>	<b>S</b>	<b>Final Risk Factor</b>
Arrival at museum	Danger of traffic in Rock-a-Nore Road adjacent to museum entrance.	3	2	6	After disembarkation from coaches, children should be lined up by teachers alongside the fence on the seaward side of the Museum entrance.	Close supervision by teachers and other accompanying adults.	2	2	4
Arrival at museum	Crowding in shop area.	3	1	3	Children should not enter museum until leader has met volunteer in charge of visit and discussed arrangements for children's admission.	Close supervision by teachers and other accompanying adults.	1	1	1
Entry into museum	Jostling, danger of bumping into large objects.	2	1	2	Children should proceed to theatre in single file, directed by museum volunteers and teachers.	Volunteers to 'signpost' way to theatre.	1	1	1
Entry into theatre	Narrow entrance, danger of pushing, bumping.	2	1	2	Volunteer and teacher controls entry at door and directs children to seats.	Fill up rows from the front. Do not permit random seating.	1	1	1
In theatre	Trip hazard of children's bags etc.	3	1	3	Children directed to place bags in front of them. Movement away from seats only at teacher's or volunteers' direction.	Accompanying adults on alert for children known to be higher risk in terms of behaviour.	1	1	1
In theatre	Darkness: children could be frightened or could fall if they try to move around in the dark.	2	2	4	Volunteers warn pupils before lights go off. Emergency exit pointed out.	If any children likely to be afraid of dark, leave emergency light on.	1	1	1
Exiting from theatre	Narrow entrance, danger of pushing, bumping.	2	2	4	Children should exit from theatre in single file, directed by museum volunteer or teacher.	Volunteers to 'signpost' way out of theatre and towards next activity.	1	2	2
Moving around museum	Children slipping, tripping or falling.	2	1	2	Museum is level with no steps but general care should be advised.	Volunteers warn of particular hazards e.g. ropes and pulleys, cannon.	1	1	1

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Moving around museum	Random unforeseen behaviour by children e.g. pushing in front of displays.	2	1	2	Children to be under eye of teachers or other accompanying adults at all times.		1	1	1
Moving around museum	Ropes and pulleys display: risk from blocks of wood which could strike feet or legs.	2	1	2	Draw attention of teachers and other accompanying adults to the existing warnings and cautions.	Volunteers and other accompanying adults exercise vigilance.	1	1	1
Working in museum	Sketching, note taking, completion of worksheets: danger from pupils jostling each other.	2	1	2	Teachers and other adults exercise close supervision.	Volunteers and other accompanying adults exercise vigilance.	1	1	1
Working in museum	During handling sessions, some small items which could be hazardous if swallowed or dropped.	2	2	4	Children in small groups only for this activity. Volunteer to warn about small items, need for care when passing items around etc.	Accompanying adults exercise vigilance.	1	2	2
In museum	Children try to lift or push large items such as cannon, rudders, anchor etc.	2	2	4	Teachers/volunteers warn children not to do this. Touching such items is a privilege and should not be abused.	Accompanying adults exercise vigilance.	1	2	2
In museum	Thomas Lawrence open cabinet: alarm can go off if children lean over, can startle.	4	1	4	Children to be warned of the alarm and told not to lean over cabinet.	Volunteers and accompanying adults exercise vigilance.	2	1	2
In museum	Canon display area, hazard of tripping and causing damage if rope ignored.	1	2	2	Volunteers and accompanying adults to supervise – children must stay behind rope.		1	1	1

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In museum	Fire or other major emergency.	1	4	4	Fire exits clearly marked and fire extinguishers in place. Evacuate premises by nearest fire exit under direction of museum staff.	Explain procedure to accompanying teacher before visit begins.	1	2	2
In museum	Illness of child.	2	2	4	Accompanying teachers must carry or have access to medication for any children known to be at risk.	In case of unexpected illness, inform shop manager who will call ambulance.	2	1	2
In museum	Interaction between children and other visitors.	2	2	4	Party leaders and ordinary visitors told that school groups are in the museum.	Advise party leader of possibility of other visitors if visit is booked for a time when the museum is open to the public.	1	1	1
Entry into outdoor exhibition area	Narrow entrance with a step, danger of pushing, bumping.	2	2	4	Volunteer and teacher controls entry at door.				
In outdoor exhibition area	anchors, Primrose barge, cannon and ships' timbers. Danger of tripping.	2	2	4	Area taped off, children to be told to stick to designated areas – within the tape.	Accompanying adults exercise vigilance.	1	2	2
In outdoor exhibition area	Nesting seagulls becoming angry.	3	1	3	Measures taken to discourage birds. If not possible, nesting area to be identified and taped off.	Accompanying adults made aware of nest and to exercise vigilance.	1	1	1
Exit from outdoor exhibition area	Narrow entrance with a step, danger of pushing, bumping.	2	2	4	Children should exit in single file and straight out through the theatre.	See relevant risk assessment sections for the theatre.	1	2	2
In shop	Random unforeseen behaviour by children e.g. pushing in front of displays or at counter.	2	1	2	Children to be under eye of teachers or other accompanying adults at all times whilst in shop.	Children access shop in small groups of 10-15 only.	1	1	1

