

## Health and Safety at Avoncroft

If you have not visited the site before we strongly advise you to take advantage of the free pre-visit to inform your planning and your risk assessment. While the list below may be of help, all visiting groups should undertake a risk assessment for their particular group taking into account ages of those in the group, children with disabilities or special needs, the time of year and any particular hazards on the site at the time of the pre-visit.

Hazard	Risk	Who is affected:	Precautions:	Likelihood	Severity	Level
<b>Car Park</b>	Being hit by moving vehicle while getting on/off the coach in the car park	All pupils and staff	Party met by staff and warned of hazard and taken to meeting area away from car park. Visiting teachers to ensure group moves in orderly fashion and children do not wander	Unlikely	Very Harmful	Low
<b>Paths</b> (Trips slips and falls)	Cobbles, curbs, door frames, path edges, uneven ground, wet or frozen ground.	All pupils and staff	Use safe and established routes, advised no running, sensible behaviour and wear sensible footwear e.g. walking shoes	Likely	Harmful	Mid
<b>Stairs general</b>	Trips and falls	All pupils and staff	Advise steps are uneven and handrails must be used	Unlikely	Harmful	Low
<b>Steep stairs to windmill</b>	Trips and falls fear of heights	All pupils and staff	Use handrails, adults to assist pupils, leader to check with party to confirm if anyone has a fear of heights. Only limited numbers allowed at any time. Take advice from volunteer warden.	Unlikely	Very harmful	Low
<b>Inside buildings</b>	Uneven floors and stairs - trips and falls	All pupils and staff	Leader to inform group of risk, walk slowly, ensure sensible footwear worn, use handrails at all times	Unlikely	Harmful	Mid
<b>Lighting in the buildings</b>	Low light - trips and falls	All pupils and staff, people with visual impairment	Warning of hazard by leader, allow time for eyes to adjust, advise Museum staff at the pre-visit if additional assistance is required	Unlikely	Harmful	Mid

<b>Vehicles</b> (operating within the museum site)	Being hit by moving vehicle - impact injuries	All pupils and staff	Groups of pupils supervised by adult at all times. Gather group together in safe area if vehicles moving nearby. All vehicle drivers are advised by Museum staff to drive very slowly with hazard lights if on site during opening hours and when school visits are taking place.	Unlikely	Very Harmful	Low
<b>Water Hazard</b> (Pond on site)	Drowning/exposure to wet and cold	All pupils and staff	Leader to warn party not to go close to edge of pond unless supervised by Museum staff in led activity (Pond Dipping). All groups advised to stay with adult around site.	Unlikely	Harmful	Low
<b>Zoonotic Diseases</b> (bats, birds, foxes etc)	Diseases from animals on site	All pupils and staff	Leader to advise of hygiene precautions (washing of hands before lunch) observe wildlife from a distance, look closely before picking things up around site.	Unlikely	Harmful	Low
<b>Machinery</b> (wagons, flat irons, vices)	Falling, sharp edges, trapped fingers, dropping on lower body	All pupils and staff	Advise strictly no climbing on the machinery. Handle objects with care and adult supervision. Do not reach over barriers to touch items.	Unlikely	Harmful	Low
<b>Weather</b> (hot and inclement)	Sun burn & dehydration. Hypothermia and other effects of severe cold	All pupils and staff	Leaders to advise that Avoncroft is an outdoor site and visitors should bring appropriate outdoor clothing and protection. If particularly hot advise children to keep out of sun and provide drinking water. If very cold liaise in advance with Museum staff to provide heated room for breaks (dependent on availability).	Unlikely	Harmful	Low
<b>Lost Persons</b>	Distress to lost child	Pupils	Visiting staff to remain with pupils at all times, contact Museum staff or volunteers (wearing badges) to radio office & shop for implementation of Museum's Lost Child Policy	Unlikely	Harmful	Low
<b>Fire and evacuation</b>	Fire related injuries	All pupils and staff	Avoncroft staff aware of fire drill. Leader to inform group of muster points. If visitors discover a fire, let Museum staff know and call fire brigade. Fire extinguishers are provided in all Museum buildings – visitors should only tackle a fire if they are confident that they will remain safe and the fire is small and contained.	Unlikely	Very harmful	Low