

**Hazard identification sheet for school groups 2021–2022**

Please note that this document is provided to schools on the understanding that:

•**it does not replace the school’s own risk assessment** for the visit.

•it includes only the control measures Bedford Borough Council and the site management implement to ensure that risks are minimised whilst school groups are on site;

•it cannot take into account any special needs or circumstances relating to pupils in the school’s care nor any necessary control measures imposed by teaching staff or adult carers.

***Fire and Evacuation***

* THB staff are trained to assist members of the public in response to an incident or evacuation of our public spaces.
* Fire Safety Policy and Fire Evacuation Procedure in place
* Fire safety systems are regularly inspected, tested and maintained
* Only 2 wheelchairs at a time on the first floor.

***First Aid***

* The Higgins has emergency first-aid cover and school groups are asked to bring a qualified first-aider with them.

***Our Staff***

* Safeguarding policy and procedures in place.
* Session Leaders (booked workshops) hold a current DBS check
* Front of House staff (on duty at the front desk) and Higgins volunteers (wearing green lanyards and ID) are on hand to provide assistance in public spaces

***Entry to and Access around the Museum***

* There is an Access lift on the first floor for step free access to galleries and The Harpur Studio.
* Lift available for movement between ground and first floor.

***Covid-19***

* Entry to Museum site via timed ticket (or pre booked for school groups)
* Information on the website and at booking on not attending if unwell with Covid symptoms or self-isolating; recommending face coverings (unless exempt); on regular hand washing and to be considerate of others.
* Hand sanitiser and hand washing facilities available on site.
* NHS Test and Trace: We are offering visitors, over the age of 16, the opportunity to participate in [NHS Test and Trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) should they wish to do so.

**Schools Programmes Hazard Information 2021–22**

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| **Hazard** | **Possible Effects/Harm** | **Control Measures in Place** |
| Exposure to Biological Hazards | Communicable diseases (Covid-19) | Risk of transmission of Covid-19 between visitors, staff and volunteers | Visitors, staff and volunteers asked not to attend if they, or anyone in their household have had Covid-19 symptoms in the past 14 daysLimited capacity to control numbersExpect and recommend all to wear face coverings, unless under 11yrs or medically exemptRecommend visitors to check in using Test and Trace appHand sanitiser and hand washing facilities available in the buildingCustomer toilet facilities are open with clear queuing systems and additional cleaning in place.Object Handling Sessions:Learning Team, Children and staff encouraged to wash hands before and after the session (alcohol based santisers should be avoided as they might damage the objects).Objects are quarantined between use by different schools.  |
| Mechanical | Cutting/Sheering/Piercing Actions | During some led sessions:Injuries from using tools, eg scissors, lino-cutting tools, junior hacksaw Injuries from handling sharp objects in history sessions eg awl, spear head | Sessions planned to avoid use of sharps unless necessary.Children’s scissors with rounded ends are used during sessions. *Printmaking session:* Schools are informed if sharp tools like lino-cutters are to be used. *Object Handling Sessions:* Objects put out for handling only if supervised by an adult, otherwise demonstration onlyPupils are warned before tools are used and shown the safe way to use them. Close adult supervision is provided throughout sessions. |
| Physical  | Slip, Trip Fall, same level | Injuries from slips, trips and falls from wet or uneven floors or from hitting glass cases | Higgins Staff/volunteers instructed on the dangers of wet floors and spills and methods of cleaning up. Regular safety inspections of premises by Safety Manager to identify and remedy any safety hazards including condition of floors, stairways, emergency routes, storage etc.Children instructed not to run in buildings to avoid banging into display case corners and glass. |
| Injuries from bumping in to table tennis table (sharp corners, head level edges) set up in courtyard area | Staff instructed to be aware of all-weather table tennis table that is currently set up in the courtyard outside Barbican Studio. Learning Officer and volunteers to make teachers aware of the hazard. |
|  |  | Injuries from dropping heavy objects or crushing fingers in mangle | Children, school staff and helpers given direct instruction as to the correct handling of all objectsAll handling of heavy objects takes place over a table under the supervision of an adult, eg *Washday session:* use of metal irons*Washday session:* Children warned not to use the mangle except under strict supervision of teacher and are not allowed to feed clothes into the mangle.  |
| Other Hazards | Members of the Public | Unwanted interactions from members of the public while on site at The Higgins | School staff made aware that The Higgins is open to members of the public during their visit.Members of Public not allowed entry to Education Studios when workshops are taking place or lunch spaces during the day |
| Safeguarding |  | Children approached by unknown adultsChildren led by Higgins staff and volunteersPhotography of children | All activity session leaders DBS checked.No session assistant left alone with children, school staff to remain in the session at all times.Training in safeguarding received by relevant Higgins staff and session leaders.Teachers advised to supervise at all timesNo photographs of children taken by Higgins staff without the school’s permission. Any child found on his/her own is accompanied by Higgins staff/volunteer to reception foyer and radio communication/phones used to locate school party.School visit leaders are reminded at time of booking that responsibility for all of the pupils lies with the school staff. |