

**Identification of risks for school groups visiting The Higgins Bedford**

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

* It does not replace the school’s own risk assessment for its visit but assists the school in compiling its own under DfE guidelines;
* 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.

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| **Hazard No. or Description** | **Current Control Measures** |
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| Injuries from slips, trips and falls from wet or uneven floors or from hitting glass cases | Staff 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. |
| Fainting and sickness eg from heat, standing, food, prior illness. | Schools advised to bring qualified first aider with them.  Staff and volunteers available to show where teacher can sit with a child feeling faint and to provide water.  Room temperatures checked and heater or fans provided if necessary. Windows opened where possible in studios.  Seating available in studios and galleries. |
| Injuries from materials (non CoSHH), such as paper cuts and allergic reactions | Child-friendly, non-toxic materials purchased from approved supplier.  Schools advised to bring qualified first aider with them.  Phone in studios available to contact emergency services. Radio link to staff with access to phone. |
| Injuries from using tools, eg scissors, lino-cutting tools, junior hacksaw or glue gun. | 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.  Pupils are warned before tools are used and shown the safe way to use them.  Close adult supervision is provided throughout sessions. |
| 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 objects  All 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. |
| Fire | Regular tests and inspections of all electrical equipment, alarms and emergency lighting.  Staff trained in emergency evacuation procedures. Fire wardens identified for building. Fire procedures clear and fire exits marked. Nearest fire exit pointed out to teachers when left with children in the studios during lunchtimes. |
| Safeguarding   * Children approached by unknown adults * Children led by Higgins staff and volunteers * Photography of children | All activity session leaders CRB/DBS checked prior to activities.  No session assistant without a CRB check left alone with children.  Training in safeguarding received by relevant Higgins staff and sessional leaders.  Teachers advised to supervise children if outdoors /around Castle Mound during lunch breaks.  No photographs of children taken by Higgins staff without the school’s permission.  Any child found on his/her own is accompanied by Higgins staff to reception foyer and radio communication/phones used to locate school party. |