



Group Risk Assessment Guidance

This document contains information intended to assist school and group leaders planning a visit to a Sheffield Museums site with a group. We recommend that this information is used by the group leader on their familiarisation visit to the site and aids them in carrying out their own risk assessments. The document outlines the control measures put in place by Sheffield Museums as well as the minimum controls expected from the visiting supervising adults. Only you are in a position to know if additional control measures, e.g. higher ratio of staff than we require, are needed for your group.

Supervision ratios

We recommend 1 adult per 6 children for primary school visits, the minimum ratio is 1 adult to 15 students.

For visits to Abbeydale Industrial Hamlet, Kelham Island Museum and Shepherds Water Wheel, the minimum ratio is 1 adult per 6 children owing to the open nature of the sites and the associated hazards, e.g. steep drops, open water etc.

Teachers, with the help of other adults with the group, are responsible for their students at all times during the visit.

For all visits we recommend a pre-site visit – please see our website for opening times.



Hazard	Resulting effect	Control Measures by Sheffield Museums	Expected teacher or other supervising adult controls
Slips and Trips	Pupils, visiting adults, facilitators, staff or volunteers might be injured if they trip over objects or slip-on spillages, including cabling, furniture, spilled drinks, dropped craft activity items (e.g. pens, paper, scissors), or uneven surfaces	<ul style="list-style-type: none"> • All publicly accessible areas are safe and maintained daily for visitors • General good housekeeping • Visual checks of the area to be carried out before and during the visit by SMT staff 	<ul style="list-style-type: none"> • All groups should be under the supervision of a visiting adult • Please inform a member of staff immediately of any accident or incident
Children becoming separated from their groups and supervising adults	Children or young people distressed/disorientated or at risk of abduction	<ul style="list-style-type: none"> • Lost/found person procedure in place at all sites including a designated welfare point/safe space • All SMT staff to be vigilant and briefed of potential risks and response procedure if a safeguarding issue arises • Site Manager, assistant site manager or learning co-ordinator to be responsible for ensuring unaccompanied children are cared for per the lost/found person procedure • Staff easily identifiable and available to assist school groups where requested 	<ul style="list-style-type: none"> • All designated group leaders to check group and regularly do headcounts/role call. • A designated meeting point is recommended.



<p>Fire and evacuation</p>	<p>If trapped, children and adults, could suffer fatal injuries from smoke inhalation/ burns</p>	<ul style="list-style-type: none"> • All our sites have comprehensive fire evacuation plans and our staff are trained in emergency procedures. • School workshop facilitators will make the visiting staff aware of the fire evacuation procedure and nearest fire exit prior to starting the session. • The workshop leader will assist your group if a fire evacuation is needed. • Other staff members are responsible for sweeping a designated area in an emergency and reporting to the fire marshal at the fire safety point when clear to ensure that all areas of the museum/gallery are fully evacuated. 	<ul style="list-style-type: none"> • All designated group leaders to check group and regularly do headcounts and have a role call to hand in case of emergency.
<p>Moving vehicles on site</p>	<p>Accident or injury to children, young people or adults</p>	<ul style="list-style-type: none"> • Road limited to 10 mph • Signage warning that children may be using area 	<ul style="list-style-type: none"> • Groups under close watch of supervising adults from school. • Request for children to behave sensibly, e.g. no running, paying attention and using paths
<p>Machinery on display (Abbeydale Industrial Hamlet, Kelham Island Museum, Shepherd Water Wheel)</p>	<p>Accident or injury to children, young people or adults</p>	<ul style="list-style-type: none"> • Some machines are working. • All publicly accessible working machines are appropriately barriered off 	<ul style="list-style-type: none"> • Supervising adults to ensure that children do not climb on machinery or barriers or play with machinery.



<p>Interactives and hands-on objects in gallery spaces</p>	<p>Accident or injury to children, young people or adults</p>	<ul style="list-style-type: none"> • All interactives and hands-on objects are regularly checked to ensure they are 'fit for purpose'. • Electronic equipment is regularly PAT tested for safety 	<ul style="list-style-type: none"> • Check interactives and objects on familiarisation visit • Visual check by supervising adult to ensure safety on the day • Report any damage to site staff
<p>Workshop equipment and objects including craft materials and play equipment</p>	<p>Accident or injury to children, young people or adults including cuts or ingestion of small parts or substances</p>	<ul style="list-style-type: none"> • All equipment and hands-on objects are regularly checked to ensure they are 'fit for purpose'. • SMT staff will lead museum object handling sessions on site. Specific risk assessments are available for school workshops. Please ask if you require further information. • Electronic equipment is regularly PAT tested for safety. • Workshop leaders will demonstrate to pupils how to safely use sharp tools as necessary. • Most substances used in school workshops are non-toxic and all sites have relevant COSHH documentation. • Liquids that may be poisonous or irritants must only be put in appropriate containers to avoid confusion i.e. palettes or paint pots, not mugs or cups. 	<ul style="list-style-type: none"> • Visual check by supervising adult to ensure safety on the day. • Report any damage to site staff. • Supervising school adults to listen to workshop instructions and to reinforce with their group.



<p>Open Water (Abbeydale Industrial Hamlet, Kelham Island Museum, Shepherd Water Wheel)</p>	<p>Accident or injury to children, young people or adults</p>	<ul style="list-style-type: none"> • All publicly accessible areas of open water are enclosed with barriers and well signposted. Life buoys or floating line throwers are provided. • Groups under supervision of designated adult from school 	<ul style="list-style-type: none"> • All designated group leaders to check group and regularly do headcounts and have a role call to hand in case of emergency.
<p>Weather conditions such as rain, ice or snow</p>	<p>Accident or injury to children, young people or adults from slips and trips</p>	<ul style="list-style-type: none"> • Surfaces will be gritted where possible; however, some local external paths are outside of the Trust's control 	<ul style="list-style-type: none"> • Visual check by supervising adult to ensure safety on the day. • Report any slippery surfaces to site staff. • Visiting school adults to supervise the group at all times.
<p>Unprotected steep drops (Abbeydale Industrial Hamlet, Kelham Island Museum)</p>	<p>Accident or injury to children, young people or adults from falls</p>	<ul style="list-style-type: none"> • Signage adjacent to the steep drops to warn visitors 	<ul style="list-style-type: none"> • Visiting school adults to supervise the group at all times. • Children, young people or vulnerable adults warned not to climb on objects adjacent to steep drops
<p>Low light levels</p>	<p>Accident or injury to children, young people or adults from slips and trips or colliding with a person or an inanimate object</p>	<ul style="list-style-type: none"> • All publicly accessible areas are safe and maintained daily for visitors • General good housekeeping • Visual checks of the area to be carried out before and during the visit by SMT staff 	<ul style="list-style-type: none"> • Visiting school adults to supervise the group at all times.