

SCHOOLS OUTREACH SESSIONS

RISK ASSESSMENT

TITLE:	Outreach session in schools.	Severity Likelihood	1 Incident	2 Minor	3 Serious	4 Major	5 Catastrophic	(Refer to RA Procedure for further detail on Risk Rating System)
LOCATION:	Primary school	5- Certain	5	10	15	20	25	16-25 High Risk. Do not proceed until risk is below 15
ASSESSED BY:	Sally Bruce (Schools and Early Years Manager)	4-Probable	4	8	12	16	20	7-15 Medium Risk. Ensure controls are in place and monitor
DATE:	08/09/2023	3-Likely	3	6	9	12	15	1-6. Low Risk. Keep under review
REVISION:		2-Remote	2	4	6	8	10	
		1-Improbable	1	2	3	4	5	

Ref	Activity	Risk to	Hazard	Without Controls			Controls required	Responsibility	With Controls (6)		
				L	S	R			L	S	R
1	Preparing kit for outreach session.	Museum staff	Slips, trips or falls. Cuts or abrasions. Twisting and turning sprains. Back injuries due to transporting heavy and awkward resources. Stored objects falling. Impact injuries.	3	3	9	Safe working practices at all times. Heavier items kept on lower shelves and transported across a level floor. Heavier items transported by at least 2 people. Use of wheeled trolleys and braked york trolleys to ensure smooth transportation from storage area. Sensible storage of items in Learning Store, LSA&B cupboards and LSA&B, e.g., avoid piling items on top of each other. Good housekeeping. Manual Handling training for all staff. Kit transported at quieter times of the day to avoid collisions with visitors and colleagues. If both lifts are broken and materials need to be transported between floors do not attempt this alone on the stairs and seek advice from the EOM.	Museum facilitator and support staff	2	3	6

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2	Transporting kit to school and unloading.	Museum facilitator, school staff	Slips, trips or falls. Cuts or abrasions. Twisting and turning sprains. Back injuries due to transporting heavy and awkward resources.	3	3	9	Session kit should be transported from the museum to the school by taxi or courier bike if load cannot be safely managed on foot or public transport. School to provide assistance to unload kit. At least 2 people are required to load and offload the kit from the vehicle. Suitable equipment should be used to transport the kit to and from the vehicle, e.g., trolleys.	Museum facilitator and school staff	2	3	6
3	Setting up the session at the school.	Museum facilitator, school staff	Slips, trips or falls. Cuts or abrasions. Twisting and turning sprains. Back injuries due to transporting heavy and awkward resources.	3	3	9	Safe working practices at all times. School to provide a suitable, safe space. Ideally, a ground floor room, or accessible by a lift if possible. Facilitator to be provided with assistance to move kit. Heavier items transported by at least 2 people. Split loads to ensure smaller loads carried. Staff instructed not to put themselves at risk. Trolleys and other mechanical aids used where possible. Stability of furniture checked before use.	Museum facilitator, volunteers, school staff	2	3	6
4	Session space	Museum facilitator, school staff	Slips, trips or falls. Impact injuries, e.g., collision with furniture.	3	3	9	Spillages or trip hazards reported to school. School space facilitated by trained and competent staff, at all times. Teachers and teaching support staff advised to supervise their students at all times.	Museum facilitator, volunteers, school staff	2	3	6
5	Participation in school session	Museum facilitator, school staff, students	Trips, slips or falls. Collision or bumps. Students climbing onto furniture and falling. Trapped fingers. Falling materials or objects. Cuts or scratches from object handling.	3	5	15	Session set up prior to students arriving. Outreach session led within defined area by experienced and competent staff and volunteers who receive a full briefing beforehand. Any objects or materials used have been carefully chosen in advance to ensure they are safe and suitable for use by students attending the	Museum facilitator, volunteers, school staff	2	5	10

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							<p>sessions, based on the manufacturers' safety recommendations for age ranges. Items will be checked for loose items, small parts, sharp edges and points, peeling paint, and general robustness. All material and equipment carefully monitored throughout the session and should not be used between sessions.</p> <p>Teachers and teaching support staff responsible for supervising their students at all times. If a child is alone and it is not immediately obvious who their responsible adult is, ask them who and where they are and follow the school's lost person procedure. One class per session (20-35 students). Adequate space provided for free, safe movement around session. Furniture checked regularly by staff and reported if faulty. Outreach session delivered at schools who have their own First Aid procedures in place.</p>				
6	Capacity exceeded and overcrowding.	Staff, volunteers, students	Risk to personal safety and feelings of stress and anxiety.	3	3	9	<p>One class of 20-35 students per session. If this is exceeded, staff to report this to school and if necessary Schools and Early Years Manager by phone. Schools session led within defined area by experienced and competent staff and volunteers who receive a full briefing beforehand. High levels of vigilance maintained by team at all times. Access needs, and special requirements of students identified in booking and</p>	Museum facilitator and volunteers	2	3	6

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							discussed with teachers on day of sessions.				
7	Use of toilet facilities.	Staff, volunteers	Entrapment. Trips, slips or falls. Flooding.	3	3	9	Identify location of staff toilets at school. Museum staff and volunteers to be escorted to toilets. Spillages reported to school and cleaned.	Museum facilitator and volunteers.	2	3	6
8	Facilitating outreach session in an unfamiliar school.	Staff, volunteers	Heightened feelings of anxiety facilitating session in an unknown school.	2	2	4	Museum facilitator to liaise with school in advance of outreach visit. Lead teacher to provide information about the school, share safeguarding procedures and provide a contact point and number for the outreach visit.	Museum facilitator and volunteers.	2	2	4
9	Student or students enter session space without a teacher or teaching supporting staff	Students	Safeguarding issue: safety and wellbeing of child is compromised.	3	5	15	Outreach session led within defined area of the school by at experienced and competent staff and volunteers who receive a full briefing beforehand including information on the schools safeguarding procedure. Teachers and teaching staff to be responsible for students and remain in sessions throughout. High levels of vigilance maintained by team at all times.	Museum facilitator and volunteers. TPM Safeguarding Lead and Deputy Safeguarding Lead.	2	5	10
10	Facilitating sessions to vulnerable children	Museum staff, volunteers	Risk to health and wellbeing, stress and anxiety.	3	3	9	School to provide details of access needs, learning requirements, safeguarding issues in advance of session. Outreach session led in defined area by experienced and competent staff and volunteers who receive a full briefing beforehand by the school staff. All members of TPM staff and volunteers involved in regular delivery of this work will be trained in Mental Health Awareness, Suicide Awareness & Prevention Training, Maintaining Boundaries Training and the museum's	EAL management. Lead facilitator and support staff and volunteers.	2	3	6

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							Safeguarding Policy and Procedures. Staff working with children and vulnerable adults to have an Enhanced DBS check. Any supporting volunteers will be supervised by a lead facilitator with an Enhanced DBS check at all times. Staff and volunteers never place themselves in a position where they are alone with students. High levels of vigilance maintained by team at all times. Outreach sessions delivered at schools who have their own safeguarding measures in place and shared in advance. Regular breaks and lunch break factored in. Facilitators take part in a debrief discussion after the school session to share experience. Regular wellbeing activity organised to support facilitators. Signposting information for support is provided, e.g., Wellbeing in the Arts subsidised therapy.				
11	Claims by children or vulnerable adults of inappropriate behaviour by museum staff.	Museum staff, volunteers	Safeguarding issue: stress and anxiety caused to individual, investigation and reputational damage.	2	3	6	Outreach session led within defined area of the school by experienced and competent staff. All members of TPM staff and volunteers will be trained in the museum's Safeguarding Policy and Procedures. Staff and volunteers working with children and vulnerable adults to have an Enhanced DBS check. Any supporting volunteers will be supervised by a museum facilitator with an Enhanced DBS check at all times. Staff and volunteers to never place themselves in a position where	EAL management. Lead facilitator, support staff and volunteers. TPM Safeguarding Lead and Deputy Safeguarding Lead.	2	3	6

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							they are alone with students. High levels of vigilance maintained by staff and volunteers at all times. Measures in place to support staff and volunteers experiencing this situation. Schools to share their own safeguarding measures in advance of sessions.				
12	Safeguarding disclosure to museum staff or volunteers	Museum staff, volunteers	Safeguarding issue: stress, anxiety, risk of abuse and risk to personal safety.	2	3	6	School session led within defined area by experienced and competent staff and volunteers receive a full briefing beforehand. All members of TPM staff and volunteers will be trained in the museum's Safeguarding Policy and Procedures. Staff working with children to have an Enhanced DBS check. Any supporting volunteers will be supervised by the facilitator with an Enhanced DBS check at all times. Measures in place to support staff and volunteers experiencing this situation. Schools to share their own safeguarding measures in advance.	EAL management. Museum facilitator, volunteers. TPM Safeguarding Lead & Deputy Safeguarding Lead.	2	3	6
13	Inappropriate behaviour toward children or vulnerable adults.	Students	Safeguarding issue: risk of abuse or allegation.	2	5	10	School session led within defined areas by experienced and competent staff and volunteers who receive a full briefing beforehand. All members of TPM staff and volunteers will be trained in the museum's Safeguarding Policy and Procedures. Staff working with children to have an Enhanced DBS check. Any supporting volunteers will be supervised by museum facilitator with an Enhanced DBS check at all times. Staff and volunteers to never place themselves in a position where they are alone with	EAL management. Museum facilitator, volunteers. TPM Safeguarding Lead and Deputy Safeguarding Lead.	2	5	10

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							students. High levels of vigilance maintained by staff and volunteers at all times. Outreach sessions delivered in schools who have their own safeguarding measures in place and shared in advance.				
14	Verbal abuse or assault.	Staff, volunteers, freelancers and participants.	Safeguarding issue: stress, anxiety and abuse.	2	4	8	Outreach sessions led within defined area of the school by experienced and competent staff and volunteers who receive a full briefing beforehand. All members of TPM staff and volunteers will be trained in the museum's Safeguarding Policy and Procedures. Staff and volunteers working with children to have an Enhanced DBS check. Any supporting volunteers will be supervised by a museum facilitator with an Enhanced DBS check at all times. Staff and volunteers to avoid lone working and never place themselves in a position where they are alone with students. High levels of vigilance maintained by staff and volunteers at all times. Abusive behaviour reported to school. Staff and volunteers encouraged to call the police if in immediate danger.	EAL management. Museum facilitator, support staff and volunteers. TPM Safeguarding Lead and Deputy Safeguarding Lead.	2	4	8
15	Mental health crisis or suicidal thoughts.	Staff, volunteers, freelancers and students.	Safeguarding issue: stress, anxiety, risk of abuse, risk to personal safety and threat to life.	2	5	10	Outreach session led within defined area of the school by experienced and competent staff and volunteers who receive a full briefing beforehand and have knowledge on support networks/organisations to signpost people to. All members of TPM staff and volunteers involved in regular delivery of this	EAL management. Lead facilitator, support staff, volunteers and freelancers. TPM Safeguarding Lead and Deputy Safeguarding Lead.	2	5	10

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							work will be trained in Mental Health Awareness, Suicide Awareness & Prevention Training, Maintaining Boundaries Training and the museum's Safeguarding Policy and Procedures. Staff and freelancers working with children and to have an Enhanced DBS check. Any supporting volunteers will be supervised by a museum facilitator with an Enhanced DBS check at all times. Staff and volunteers to never place themselves in a position where they are alone with students. High levels of vigilance maintained by colleagues at all times. Measures in place to support staff and volunteers experiencing this situation. Team encouraged to call emergency services on 999 if immediate threat to life is identified. Outreach sessions delivered in schools who have their own safeguarding measures in place and shared in advance.				
16	Fire or other emergency requiring action or evacuation.	Staff, volunteers, and students	Risk of injury. Threat to life.	3	5	15	Experienced and competent staff and volunteers deliver sessions. High levels of vigilance maintained by team at all times. Outreach sessions delivered at schools who have their own fire procedures in place. Fire hazards identified reported to school.	Lead facilitator and volunteers.	2	5	10
17	Electric shock or burns / scolds.	Staff, volunteers, and students.	Risk of injury. Threat to life.	2	5	15	Experienced and competent staff and volunteers deliver sessions. High levels of vigilance maintained by team at all times. Outreach sessions delivered at schools who have their own safety procedures in place. Hazards identified reported to school e.g.,	Museum facilitator and volunteers.	2	5	10

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NO OPERATION SHOULD BE CARRIED OUT UNTIL ALL IDENTIFIED CONTROLS ARE IN PLACE

This Risk Assessment must be issued and communicated to those present and working.

Name of Site Supervisor (Print)

I confirm that I will comply with the appropriate precautions detailed.

Print Name	Signature	Print Name	Signature

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