

Risk Assessments for Newark Air Museum

These risk assessments have been carried out for the purpose of an educational visit. They are constructed within the framework of Code of Practice Number 11 Guidance for Conduct of Educational Visits and Adventurous Activities. These assessments are in addition to the Health and Safety risk assessments conducted by the museum.

Hazard	Risk	Probability	People Harmed	Risk Control	Further Action
Road Traffic Accident disembarking from the coach.	High	Low	Children	Children will disembark the coach in the museums car park in front of the main gate. The car park is quiet and there is no through traffic passing. Children to be closely supervised by staff from the coach through the main gate.	
Losing a child at Newark Air Museum.	Medium	Low	Child	Newark Air Museum is an enclosed site with a perimeter fence. Children to be partnered and closely supervised by adults. Regular head counts to be carried out walking around the festival to ensure correct number of children	Teachers to provide general supervision to ensure no children are overlooked.
Slips, trips, falls	Low	medium	All	Supervised movement of children in small groups to reduce likelihood. Briefing children about sensible behaviour while moving around. First Aid kits to be carried on buses by qualified First Aiders. Class teacher to nominate any other staff to escort children to hospital if necessary.	
Accident while visiting toilet.	low	low	All	Children to be supervised while attending toilets, only allowed in small groups.	
Medical Conditions	medium	low	Specified persons	Staff to ensure that named persons have their medication/ hypoglycaemic treatments. First Aiders are aware of conditions and treatments.	

Collision with exhibits while conducting activities.	low	medium	all	Children to be divided into activity groups and safety rules reinforced before each activity. All exhibits are roped off to prevent access. Briefing children about sensible behaviour while moving around.	First aid kits available both from schools and in first aid stations around the museum.
Children and Adults having an accident in the Dam Busters Room kitchen area.	medium	low	all	No children will be allowed in the kitchen area during activities. Urns and other electrical items will be switched off.	
Photograph opportunity in the cockpit of the F4 Phantom.	low	low	all	Children will be escorted in groups of 3 up the stairs and onto the platform. Children will be assisted in and out of the cockpit and closely supervised at all times.	The rest of the group will wait at ground level in Hanger 1.
Visiting the Varsity in Hanger 2.	medium	low	all	Children will be closely supervised when going up and down steps. Small groups will be guided around the aircraft.	

"This is a guideline, designed to aid visiting teachers in completing their own risk assessment forms. Teachers are advised to carry out a preliminary visit in advance of their school trip in order to conduct their own risk assessment"

This risk assessment has been approved by;

Name	Signature	Date
EVC		
Headteacher		
Health and Safety Governor		