

## Risk Assessment for School Visits

### Key Stages 2-4

Norfolk Record Office: The Archive Centre

Hazard	Those at risk	How to manage risk
Crossing the car park	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Car park attendants are given advance notice of minibuses/coaches so a space can be provided close of the entrance to the building.</li> <li>• Teachers are responsible for supervising pupils crossing the car park.</li> </ul>
First Aid	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• First Aiders are always on duty in County Hall</li> <li>• Teachers/young people to keep any specific medication for individual pupils, such as epi pens, with them at all times.</li> </ul>
Fire and Evacuation	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Fire procedure explained at the beginning of the session.</li> <li>• Teachers to bring a list all pupils and adults with the group.</li> <li>• In the event of an alarm teachers are responsible for taking a register and reporting any missing people to Fire Wardens at County Hall or Education and Outreach staff.</li> <li>• Personal Evacuation Plans provided if required in consultation with the teacher before the group arrives.</li> <li>• General Evacuation Plans can be sent to the school on request.</li> </ul>
Unauthorised absence of pupils/ pupils wandering off alone	Young people	<ul style="list-style-type: none"> <li>• Pupils told not to leave the Education Rooms without permission.</li> </ul>

Trip/ slip hazard	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Any cables to be stuck down.</li> <li>• Bags and coats to be placed under chairs or round outside of the room, as instructed by staff.</li> <li>• Warning tape to be put around identified hazards particular to individual workshops.</li> </ul>
Stranger Danger	Young people	<ul style="list-style-type: none"> <li>• Pupils told not to leave the Education Rooms without permission.</li> <li>• Teachers to supervise pupils outside of the Education Rooms.</li> <li>• Pupils to be told that members of the public will also have access to the public toilets and Long Gallery during their visit.</li> </ul>
Tours of the Building (see below for Strongrooms)	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Care to be taken on stairs and a lift available as an alternative.</li> <li>• Pupils are counted in and counted out of each area before moving on.</li> </ul>
Fire extinguishing system in Strongrooms (during tour)	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Groups to stay near the entrance door.</li> <li>• Alarm button at the entrance enables staff to temporarily halt the onset of gas.</li> <li>• Ensure staff are with groups at all times.</li> <li>• Groups not to exceed more than 20 people inside the Strongroom.</li> </ul>
Equipment in the Conservation Studio	Young people, teachers, helpers	<ul style="list-style-type: none"> <li>• Pupils must be at least 14 years old to visit the Conservation Studio.</li> <li>• Ensure high staff-to-pupil ratio.</li> <li>• Ensure safety equipment is in place, e.g. lock on guillotine.</li> <li>• Pupils are supervised by a member of staff and/ or teacher at all times.</li> <li>• Sufficient warning is given that tables are on wheels.</li> </ul>