

Risk Assessment for School Visits

Sixth Formers

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

Trip/ slip hazard	Young people, teachers, helpers	<ul style="list-style-type: none"> • Any cables to be stuck down. • Bags and coats to be placed under chairs or round outside of the room, as instructed by staff. • Warning tape to be put around identified hazards particular to individual workshops.
Stranger Danger	Young people	<ul style="list-style-type: none"> • Pupils to be told that members of the public will also have access to the public toilets and Long Gallery during their visit.
Tours of the Building (see below for Strongrooms)	Young people, teachers, helpers	<ul style="list-style-type: none"> • Care to be taken on stairs and a lift available as an alternative. • Pupils are counted in and counted out of each area before moving on.
Fire extinguishing system in Strongrooms (during tour)	Young people, teachers, helpers	<ul style="list-style-type: none"> • Groups to stay near the entrance door. • Alarm button at the entrance enables staff to temporarily halt the onset of gas. • Ensure staff are with groups at all times. • Groups not to exceed more that 20 people inside the Strongroom.
Equipment in the Conservation Studio	Young people, teachers, helpers	<ul style="list-style-type: none"> • Pupils must be at least 14 years old to visit the Conservation Studio. • Ensure high staff-to-pupil ratio. • Ensure safety equipment is in place, e.g. lock on guillotine. • Pupils are supervised by a member of staff and/ or teacher at all times. • Sufficient warning is given that tables are on wheels.