

# BARROW HILL ROUNDHOUSE

The logo for Barrow Hill Roundhouse features a square frame with a sunburst pattern of lines radiating from a central circle. The word 'ROUNDHOUSE' is written in a large, bold, black sans-serif font, with the 'O' in 'HOUSE' positioned over the central circle of the sunburst.

Barrow Hill Roundhouse endeavours to provide a safe environment for schools to learn outside the classroom. However, due to the nature of the museum and its site there are a number of hazards that visiting schools will need to be aware of and manage. It is vital that children are adequately supervised at all times whilst on the Museum site and that teachers have appropriate systems and procedures in place, for example, what a child needs to do if they become separated from their group.

We strongly advise that all schools take advantage of a free pre-visit to carry out a risk assessment. Every group is different and we can only provide generic guidelines to help you develop your own risk assessment.

Attached is our generic risk assessment for schools. If you need any assistance with your risk assessments or have any specific needs please call the Learning Department on 01246475554.

RISK ASSESSMENT GUIDANCE

What are the hazards?	Who might be harmed and how?	Existing control measures	Action required	Action by who?	Comments
Slips and trips on uneven surfaces.	Staff and visitors may be injured if they trip over uneven surfaces.	Pre-visit information details the risks and recommends actions to be taken by responsible adults. Staff and volunteers will brief visiting groups on arrival and ensure teacher supervision.	none	All staff, volunteers and teachers	
Moving vehicles	Staff and visitors may be injured if they step into the path of a vehicle.	Pre-visit information – listen to staff on public access. Visitors to be instructed on where public access is. No moving vehicles allowed in public area.	none	All staff, volunteers and teachers	
Lost children	Children	Teacher supervision. Manageable groups. School's own procedures.	none	Teachers	
Fire	All. Unable to escape burning building.	Fire exits marked. Evacuation procedures.	Ensure participants know escape routes. Staff aware of evacuation procedures.	Staff, volunteers and teachers.	

Author (signature): ..... (print name) ... ..

Approved (signature) ..... (print name) .....

Planned date of next review, (date).... (signature) .....

Date review carried out..... By (signature).....