

## Points to address in your Risk Assessment.

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**Supervision** of the children during a visit is the responsibility of the school. Museum staff will do their best to ensure that it is an enjoyable experience and will help with any enquiries.

The **front door** leads directly onto Westgate Street with vehicles travelling past. Children must be told not to leave the building unless accompanied by an adult. Maybe work in pairs during their visit.

The **back gate** onto Quay Street, must be shut, before the children are allowed to play outside in the yard by the garden. Toys and games are in the green shed. The parking area by the gates is to be kept clear, as this is used for vehicle access at all times of the day.

The museum consists of three separate buildings. The **floors** are uneven and in some cases are sloping, with several wooden staircases.

The wooden polished floors can be slippery. The cobbles in the street outside the Dairy are also uneven. Children should treat them like the side of a swimming pool and walk carefully everywhere.

As you are in historic buildings, you will find a number of **low beams** on the top floor. There are warning notices – please be careful.

There are a number of **display plinths** around the buildings. These are for displaying items, not for sitting on- otherwise you may encounter sharp objects

Some of the **artefacts** displayed are interactive, such as the kitchen equipment in the Victorian Kitchen Gallery and laundry mangles. Treat them with respect, (turn the handles gently), many are over 100 years old. Keep hands away from moving parts.

A number of **displays** are **in glazed cases**. While safety and laminated glass are used in these cases and there is safety film for all low level glazing, it is important that you walk everywhere.

**The Fire Alarm** is a continuous ringing bell.

If the fire alarm sounds during your visit you leave the building by the nearest exit. There is a muster point in the back garden, where everyone will be accounted for and instructions given.

In the event of a **power failure**, emergency lighting will operate. Make your way to the reception desk where instructions will be given.

A **First Aid box** is kept by the reception desk. There are trained First Aiders on site.