Risk assessment guidance for educational visits

The Centre for Computing History

Hazards	Who might be harmed and how?	Severity and likelihood	Control measures	Risk rating after control measures applied
Children and Vulnerable Adult Safety	Children & vulnerable adults.	Medium	All CCH staff DBS checked. Regularly reviewed policy for Safeguarding Children and Vulnerable Adults in place. Regularly reviewed Health & Safety Policy in place.CCH staff receive H&S training.	Low
Car Park	Staff and children may be injured by vehicles.	Medium	Arrangements for safe parking supplied to schools prior to visit. Adequate external lighting.	Low
Slips and trips	Staff and children may be injured if they trip over objects or slip on spillages.	Medium	Students supervised by visiting staff at all times. General good housekeeping is carried out. The museum is designed and maintained as safe places for all visitors. All areas well lit, including stairs. No trailing leads or cables left loose or uncovered. Staff first aid trained. No visitors are allowed on the first floor (our storage area). Students advised to stay in the main gallery (where lunch tables are laid out) during lunch so as to restrict spills and general mess to that area. All first aid incidents recorded.	Low
Electricity / Fire	Electrocution / burns caused by electrical problems or fire.	Medium	Regular PAT testing. Fire alarm is tested monthly. Emergency Plan for fire incidents in place. Assembly point in the car park at the front of the building. School parties made aware of fire exits and how to leave the building. All fire exits signposted.	Low
Using display screens	Prolonged exposure to display screens may cause harm to some.	Low	Helping visitors who complain of feeling unwell. Students encouraged to take breaks in between activities.	Low

Primary responsibility for the supervision of children and vulnerable adults rests with teachers/parents/guardians/carers.

For further information please visit www.computinghistory.org.uk or contact admin@computinghistory.org.uk