

Risk Assessment – Museums and Exhibitions

Area of Operation: museums, exhibitions and galleries

Who is at risk?

- Staff
- Students
- Members of the public

Hazards	Risks	Safety Measures to Control Risks
Crowded exhibits or confined spaces	Risk of overstimulation, leading to distress or students wandering off	<ul style="list-style-type: none"> ○ Schedule visits during quieter times or sensory-friendly hours if available. - Conduct regular headcounts and establish clear meeting points.
Students's potential behavioural issues	Risk of disruptive behaviour or distress, leading to potential damage or accidents.	<ul style="list-style-type: none"> ○ Keep a high staff-to-child ratio for close supervision and individualised attention. ○ Brief students on behaviour expectations, including respecting exhibits. - Staff trained in de-escalation techniques to manage behaviour calmly and support students as needed.
Extreme weather conditions (hot/cold)	Risk of dehydration, heatstroke, or hypothermia if waiting outside the venue	<ul style="list-style-type: none"> ○ Check the weather forecast in advance and dress students accordingly. - Plan to wait inside the venue's temperature-controlled entrance where possible. ○ Ensure students have water and are dressed appropriately for the weather.
Separation or wandering	Risk of students straying from the group or becoming lost	<ul style="list-style-type: none"> ○ Implement a buddy system and assign each staff member to supervise a small group. ○ Review group rules, meeting points, and boundaries with students before arrival. ○ Staff carry ID cards and radios or mobile phones for quick communication if separation occurs.
Use of public toilets	Risk of separation from the group and interactions with strangers	<ul style="list-style-type: none"> ○ Staff accompany students to toilets when needed, ensuring privacy. ○ Select toilets near the exhibit area for easier monitoring. ○ Designate a specific meeting point outside toilets in case anyone becomes separated.
Valuable or fragile exhibits	Risk of accidental damage or injury from handling exhibits or displays	<ul style="list-style-type: none"> ○ Remind students of "no touch" areas or items unless permitted. ○ Choose exhibits with interactive, child-friendly displays if possible. ○ Position staff to monitor and guide students around fragile items.

Hazards	Risks	Safety Measures to Control Risks
Long periods of walking or standing	Potential for fatigue, leading to discomfort or distress	<ul style="list-style-type: none"> ○ Plan regular rest breaks in designated seating areas. ○ Encourage students to sit and rest if they feel tired, and provide water as needed. ○ Select venues with ample seating options throughout exhibits.
Interaction with the public	Risk of misunderstandings or conflict with other visitors	<ul style="list-style-type: none"> ○ Prepare students for expected behaviour around other visitors. ○ Position staff to intervene quickly if a situation arises. ○ Staff are trained to calmly de-escalate conflicts and communicate the group's purpose to other visitors if needed.
Emergency evacuation	Risk of confusion or distress in the event of an emergency or evacuation	<ul style="list-style-type: none"> ○ Review emergency procedures with staff and students upon arrival. - Identify and communicate meeting points outside of the building in case of evacuation. ○ Maintain a high staff-to-child ratio to support students in emergencies and ensure they stay with the group.

To be read in conjunction with the following:

- Student's Risk Assessments
- Participant Consent / Medical Information
- Emergency Action Plan Flow-Chart

Reviewed: September 2025

Approved by: **RAISE-AP** Educational Directors, September 2025

Next Review Date: September 2027