

RISK ASSESSMENT FOR SCHOOLS AND GROUPS
AT
THE NATIONAL FOOTBALL MUSEUM

Risk Level – Low

Updated - September 2008

AREA	HAZARD	ACTION
Approaching the Museum entrance area	<ul style="list-style-type: none"> • Trips, slips and falls • Congestion through doors 	<ul style="list-style-type: none"> • Group always under close adult supervision • Students lined up in an orderly manner
Reception area	<ul style="list-style-type: none"> • Trips, slips and falls • Lots of visitors in one area on busy days • Plasma screen falling from position 	<ul style="list-style-type: none"> • Group always under close adult supervision • Museum Guidelines read, understood and signed • Screen securely fitted with security cable and bolted to wall
The 'First Half'	<ul style="list-style-type: none"> • Trips, slips and falls • Trapped fingers whilst using 'Activity Drawers' • Children wandering away from supervised group • Running in the gallery • Damage to exhibits 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Gallery inspected regularly by Museum staff
The 'Second Half'	<ul style="list-style-type: none"> • Trips, slips and falls • Stairs • Misuse of the lifts • Running in the gallery • Damage to exhibits • Plasma screens falling from position 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Stair handrail corners highlighted by hazard tape • Gallery inspected regularly by Museum staff • Screens securely bolted to wall
Goalstriker	<ul style="list-style-type: none"> • Trips, slips and falls • Falls due to differing floor levels • Injury by standing too close to nets 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Visitors to stand behind the safety line • Floor levels highlighted with hazard tape

Education Rooms	<ul style="list-style-type: none"> • Trips, slips and falls • Need for adult assistance on entry and exit due to security devices 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Security codes and the use of will be given to teachers/adults with the group
Toilets	<ul style="list-style-type: none"> • Trips, slips and falls • Need for adult assistance • Small children unable to unlock doors • Misbehaviour 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Toilets cleaned and inspected daily by staff • Procedures in place for cleaning up spillages • Procedures in place for locked in children
Extra Time Shop & Coffee Shop	<ul style="list-style-type: none"> • Trips, slips and falls • Scalding from hot drinks • Merchandise being damaged • Damage to displays • Theft 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines
Old Café Area	<ul style="list-style-type: none"> • Trips, slips and falls • Spillage of food and drink from packed lunches • Slippery floor from using art materials • Open access to catering area • 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Procedure in place for cleaning up spillages • Catering area cordoned off/blocked

Activities Risk Assessment

ACTIVITY	ITEM	HAZARD	ACTION
Handling Session	Rattle	<ul style="list-style-type: none"> • Personal injury to head or face • Injury to another person 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines
Handling Session	Football Boots	<ul style="list-style-type: none"> • Injury to another person • Slipping on floor 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Boots to be handled gently when tried on and only to stand on carpeted area
Handling Session	Football	<ul style="list-style-type: none"> • Injury to another person • Trips, slips and falls 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Ball must not be thrown or kicked
Handling Session	Shirts	<ul style="list-style-type: none"> • Personal injury • Injury to another person • Trips, slips and falls 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines • Children trying on shirts to do so in a sensible manner
Holiday Activities	All art materials	<ul style="list-style-type: none"> • Consumption of materials 	<ul style="list-style-type: none"> • Group always under close adult supervision and adhering to Guidelines

This risk assessment has been designed to help you when planning your visit. The health and safety of our visitors is of paramount importance. We hope you find this useful and enjoy your visit to The National Football Museum.