

# ***EDUCATION – RISK ASSESSMENT***

## **SCHOOL VISITS TO THE TUTANKHAMUN EXHIBITION – Risk Assessment & Information**

The Tutankhamun Exhibition is insured for Public Liability Insurance. The minimum amount of cover provided by this policy is no less than £5 million. The Exhibition is a member of the English Tourism Council's code of practice for Attractions, and a member of the Best of Dorset.

1/ The group leader should be aware of all Local Education Authority guidelines regarding school visits.

2/ School parties do not visit any high risk areas in the Exhibition. The school should arrange adequate supervision as necessary. It must be emphasized that primary responsibility for the supervision of children on the visit rests with the teachers/helpers, and every group should be accompanied by the appropriate number of teachers/helpers in relation to the number of children. Within the Exhibition it is often advisable for school parties to split into smaller groups to aid the educational process. Each of these smaller groups must have a teacher/helper supervising it at all times.

3/ The whole of the Exhibition, including Mummies, is indoors. However the children will need to pass along a public road to access the Schools Room. This is a quiet side-road but only has a pavement on the side opposite to the Exhibition. Maximum use should always be made of the pavement. This is a low medium risk operation.

4/ At present there are no public toilet facilities at the Exhibition so those in the Coach Park should be utilised before and/or after the visit.

5/ Schools will not have access to any areas where potentially dangerous chemicals are stored.

6/ Any necessary First Aid treatment should ideally be provided by teachers/supervisors and details regarding specific medical problems i.e. allergy to plasters should be fully ascertained by them. A First Aid Kit is available at the Exhibition. The nearest hospital is Dorset County Hospital, which has an Accident & Emergency Department, and is only half a mile distant.

7/ Please note that the staff and parent helpers are allowed in free on a basis of one to every ten children for the purpose of supervision.

8/ In accordance with LEA and HSE guidelines we advise that teachers should always make their own exploratory visit to carry out their own specific risk assessment with the needs of their particular group in mind, and to familiarise themselves with the Exhibition and its environs. These preliminary visits are free of charge to teachers who have booked a visit or who are proposing to book a visit.

## ***Risk Assessment for Schools & Groups***

### **Introduction:**

This risk assessment has been compiled to provide information to schools and similar groups visiting The Tutankhamun Exhibition, in Dorchester. It is strongly recommended, in line with national and local education authority guidelines, that teachers and supervisory staff carry out their own specific risk assessment prior to the main visit.

The Tutankhamun Exhibition is situated in the centre of Dorchester – the county town of Dorset. The coach park is at the 'Top of Town' coach park some 200 metres distant from the Exhibition.

All school groups are under the guidance of the Exhibition Education Staff, however responsibility for the pupils rests at all times with the supervising teachers. The risk assessment is based on the understanding that groups are supervised by an appropriate number of teachers and Parent/Carers in accordance with their own education authority standards.

### **Risk Levels:**

It is deemed that the overall risk level for the Tutankhamun Exhibition is LOW.

The Tutankhamun Exhibition has a planned strategy for health and safety with regular revisions and updates.

All fire prevention equipment is regularly tested by a qualified engineer.

Emergency lighting is provided

Fire Alarm and Smoke detectors are installed.

First Aid Kit is available.

### **Arrival:**

The Tutankhamun Exhibition is situated on the corner of High West Street and Alington Street in a busy town centre.

#### ***Hazards***

Traffic

#### ***Controls***

Children wait on pavement while teacher enters. Teachers should wear high visibility waistcoats.

LOW RISK

No Pavement on one side

Use side of Alington Street with pavement while moving between Exhibition and School Room. Teachers to wear high visibility waistcoats.

LOW MEDIUM RISK

Buildings:

Hazards

Controls

Slips, Trips & Falls

Level or slightly ramped floors throughout. Adequate lighting levels. Children under supervision at all times – running should be controlled.

Stairs

The Mummies exhibition gallery is reached by a flight of stairs with two turns. Stairs are well marked but care should be taken when ascending or descending.

Glass

Toughened glass or Perspex used throughout.

Falling objects

Displays are fixed where necessary

Fire

All fire and safety equipment tested regularly. Fire prevention practised.

Hazardous Substances

Children do not have access to any hazardous substances

LOW RISK

The Tutankhamun Exhibition has Public Liability Insurance for a minimum of £5 million. This is renewed annually.

## Appendix:

### The Tutankhamun Exhibition:

Education Officer	Daphne Main	01305 269571
Curator	Tim Batty	01305 269741
Email	schools@tutankhamun-exhibition.co.uk	
Coach Parking:	West Dorset District Council	01305 251010
Nearest Hospital:	Dorset County Hospital Williams Avenue, Dorchester, DT1 2JY	01305 251150
	<i>This has a full Accident &amp; Emergency Dept.</i>	
Emergency Services:	Ambulance/Police/Fire	999
Police:	Dorchester Police Station	01305 251212
	Dorset Police Headquarters	01929 462727

## **The Tutankhamun Exhibition**

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