

## Witney and District Museum – Possible Risks and Hazards

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This document is designed to support schools, community groups and other visitors in preparing their own risk assessments for visits to Witney and District Museum. It is not exhaustive and should be adapted to the needs of individual groups.

Hazard	Control Measures
Slips, trips and falls on uneven surfaces, stairs, thresholds or floor coverings.	Wear sensible footwear; walk at a reasonable pace; no running; supervise children and vulnerable adults appropriately; agreed supervision ratios; maintained.
Falls on staircases	Close supervision by responsible adults; visitors should keep to designated routes.
Trapped fingers in doors, cupboards or toilet facilities.	Supervision by responsible adults; agreed supervision ratios; maintained; care when opening and closing doors.
Collision with vehicles in surrounding streets or car parks when arriving or leaving.	Groups to remain together; follow pedestrian routes; agreed supervision ratios; maintained.
Poor hygiene after handling objects or participating in activities.	Wet wipes or hand sanitiser available; clean hands before eating and after activities.
Contact with museum equipment, tools or collections items.	Only handle objects when invited to do so; volunteer supervision; restricted areas kept secure.
Injuries arising from learning activities, workshops or events.	Activities risk assessed in advance; safety instructions provided; appropriate supervision maintained.
Illness or medical emergency during visit.	responsible adults to provide initial care.
Fire or emergency evacuation.	Fire exits kept clear; museum volunteers will lead evacuation; groups should follow instructions and remain together.
Adverse weather when travelling to or from the museum.	Appropriate clothing recommended; group leaders to monitor weather conditions.
Child or vulnerable adult separated from group.	Maintain agreed supervision ratios; establish meeting points; contact museum volunteer immediately.
Safeguarding concerns involving visitors or volunteers.	Museum safeguarding procedures in place; volunteers appropriately trained and vetted where required.
Contact with members of the public in a visitor environment.	Children and vulnerable adults must remain with responsible adults; agreed supervision ratios maintained.