RISK ASSESSMENT WIZARD



MUSEUM/EDUCATIONAL VISIT

Safety Guide

School Education

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Authentic Learning

Brings history, science, and arts to life with authentic artefacts.

Enquiry Skills

Develops enquiry skills through guided and independent exploration.

Cultural Capital

Enhances cultural capital and curiosity beyond the classroom.

Motivation

Motivates further research and project based learning.

KEY HAZARDS & CONTROL MEASURES

Lost Pupils

- ✔ Regular headcounts at transitions
- ✔ Buddy system implemented
- ✔ Meeting point agreed
- ✔ High-visibility items worn

Trips & Falls

- ✔ Walking pace maintained
- ✔ Staff at stairs and ramps
- ✔ Sensible footwear worn
- ✔ Group kept together

Crowding

- ✔ Off-peak times booked
- ✔ Group split for popular exhibits
- ✔ Quiet spaces identified
- ✔ Flexible itinerary planned

Transport

- ✔ Licensed transport used
- ✔ Seatbelts worn
- ✔ Safe drop-off arranged
- ✔ Road crossings supervised

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Pre-Visit

- [ ] Booking confirmed
- [ ] Pre-visit completed
- [ ] Permission slips in
- [ ] Medical info gathered

Transport

- [ ] Coach booked
- [ ] Timings confirmed
- [ ] Drop-off safe
- [ ] Emergency contacts

At Museum

- [ ] Meeting point set
- [ ] Toilets located
- [ ] Lunch area booked
- [ ] First aid identified

Supervision

- [ ] Ratios confirmed
- [ ] Groups assigned
- [ ] Headcount done
- [ ] Lost child plan

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
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