## Museum of Dartmoor Life: Risk Assessment Form

**Event to be assessed:** School Visit

**Date of Assessment: 22nd February 2026**

**Name of assessor: Kristy Turner, Manager.**

| **What hazards to health and/or safety exist?** | **What risks do they pose to volunteers/staff and visitors** | **Precautions already taken?** | **Risk level** **(high, med low)** | **Are additional measures necessary?** |
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| Unplanned visit | Not sufficient organising of numbers of children to adult supervision needed. No previous assessment of potential hazards by teachers during a visit. | We insist on a pre-visit planning session at the Museum before the visit day. | Low | Our museum routes are regularly checked and safety levels maintained. Signage clearly displayed for any hazards.<br>All visitors must be respectful of the collection. |
| Museum volunteers, not available to assist teachers. | Volunteers are not Police Checked. Museum volunteers are left alone with children as not enough adults to supervise pupils. | All our volunteers have been trained and understand our Safeguarding Children and Adults at Risk Policy and Procedure and will not be left alone with a child. | Low | It is the school's responsibility to have enough teachers and accompanying adults to take responsibility for the health and safety of their group.<br>Foundation stage 1:3<br>Key stage 1 – 1:6<br>Key stage 2 – 1:6<br>Key stage 3 – 1:10<br>Key stage 4 – 1: 15 |
| Fire and evacuation | Unable to exit the building in an emergency. | We have fully tested alarms and evacuation procedures in place. The manager will point out the evacuation routes when school groups arrive. | Low | When alarm sounds use the nearest staircase and exit from the well signed fire exits. Muster point is in the carpark. Teachers are responsible for ensuring all children and helpers are present and correct. Museum volunteers will assist. |

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| Injury | Due to the small size of the museum, we do not have to have a registered first aider on site at all times. | We have a well-stocked first aid box and volunteers will ring 999 for emergency services if necessary. | Low | The Museum of Dartmoor Life has public liability insurance in place through Ecclesiastic Insurance. |
| Lost pupil | Child leaves museum unseen. | The front door is the only way in or out and is always manned by volunteers. The two fire escape doors are alarmed if opened. | Low | Please inform the museum volunteers if a pupil becomes separated from the group. We will lock the museum front door and search until the child is found. |
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