

## RISK ASSESSMENT FOR KS2 SCHOOL VISITS

Potential Hazard	Control Measures	Risk Level After Control Measures
Planning the visit	All school visits are booked in advance. This enables us to manage the number of students in the Exhibition Space and The Guildhall at any one time. Teachers are invited to make a pre-visit. Alternatively, please telephone to discuss any questions you may have.	Low
Before the visit	Teachers are asked to remind support workers and students about health and safety to themselves, other visitors and the exhibition displays.	Low
Arrival	Market Place outside the Town Hall can be busy with pedestrians, cyclists, cars and delivery vans or lorries. Please ensure students are always supervised when around traffic and crossing the road. The entrance to the Town Hall is step free although there is a small step from the Visitor Information Centre to lobby before the Faversham Charters Exhibition.	Medium/Low
Reception	Faversham Charters Volunteers will direct the class either into the Faversham Charters Exhibition or the activity space or The Guildhall, as appropriate.	Low
Group sizes	The maximum number of people that can be seated in the activity area is 30. We suggest larger groups split their visit with some doing the Town Walk whilst others are in the Exhibition.	Low
Activity spaces	The activity area is not an enclosed space. A barrier will be placed between the activity area and the Visitor Information Centre (VIC). Children will be supervised at all times to ensure they remain in the activity area. VIC staff will work with Exhibition volunteers/staff to ensure safety.	Low
Exhibition Volunteers or Staff	The Exhibition does not provide activities where volunteers or staff are on a one-to-one basis with children. There will always be at least two volunteers on duty. All volunteers or staff on duty have current enhanced DBS certificates.	Low
Stairs and Trip Hazards	There are limited steps within the Town Hall however The Guildhall does have a step up to the door and a steep staircase. A portable ramp is provided for the front door if necessary and there is a lift up to the first floor. The toilet is wheelchair accessible also.	Medium/Low

Doorways	Fire doors within The Town Hall will close automatically if the fire alarm is activated.	Low
First Aid	A first aid box is located within The Town Hall. At least one trained First Aider is normally on duty within The Town Hall although this cannot be guaranteed.	Low
Activities	Creative activities such as clay seal making, quill pen and ink, and colouring will be supervised, and protective equipment will be provided such as aprons etc. A medieval dressing up activity is included, and these will be put on over clothes, however if any pupils/teachers have concerns then they can decide not to take part.	Low
Rest Room Facilities	Handwashing facilities are in the disabled toilet, which is located opposite an exit door. School staff to supervise the group of children washing their hands, ensuring they remain in a sensible line.	Low
Public Toilets	If a full day visit is planned this may require the use of the public toilets located in Leslie Smith Drive/Central Car Park. School staff should check the toilets before the children enter to ensure safety. School staff to monitor the children as they enter/exit.	Low
Town Walk Activity	If a full day visit is planned this will incorporate a town walk. This is in a public space, in and around Market Place. At least one member of school staff must accompany the group. A mobile phone should be carried to contact other staff on the trip. Exhibition staff/volunteers will carry a radio to contact other staff/volunteers in the event of an emergency. Schools may decide to provide high vis jackets for the children to wear.	Medium/Low
Travel between The Town Hall, The Guildhall and Exhibition Space	The children will be eating lunch in The Guildhall. They will need to walk between the Exhibition, the toilets, and The Guildhall. School staff to ensure the children are walking in sensible lines and to ensure children are counted on entry and exit. Schools may decide to provide high vis jackets for the children to wear.	Medium/Low

Review date: 19.04.23 RG/FP

