**School Visit - Key Stage 2 Risk Assessment**

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| **Potential Hazard** | **Control Measures**  | **Risk Level after controls** |
| 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/ email to discuss any questions or concerns you might have. | Low |
| Before the visit | Teachers are asked to remind support staff 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/ 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 ramped entrance to the exhibition space. | Medium/ Low |
| Reception | Faversham Charters volunteers will direct the groups into the Faversham Charters exhibition room, the activity room or The Guildhall, as appropriate. | Low |
| Group Sizes | The maximum number of students that can be seated in the activity room is 30 (plus adults). We suggest larger groups split their visits, by including a town walk. | Low |
| Activity Spaces | The activity room is not enclosed. A barrier will be placed between the activity room and the Visitor Information Centre (VIC), but your staff and our volunteers will have to monitor the students to ensure they stay in the activity room. | Medium/ Low |
| Exhibition Volunteers or Staff | The students will always be in small groups with at least one of your members of staff, as well as one of our volunteers. All volunteers or staff on duty have current enhanced DBS certificates. | Low |
| Stairs and Trip Hazards | The only step on the ground floor of the Town Hall has a permanent ramp in situ. The Guildhall has a step to enter, although there are portable ramps which can be placed for entrance. There is a steep staircase in The Guildhall, however, there is a small lift up to the first floor. (Please note the lift is only suitable for very small wheelchairs.)The toilets in both buildings are wheelchair accessible. | Low |
| Doorways | Fire doors within the Town Hall close automatically when the fire alarm sounds. A button can be pressed to open them for emergency exits. | Low |
| First Aid | A first aid box and defibrillator are located within the Town Hall. A trained first aider is normally on duty within the Town Hall, although this cannot be guaranteed. We advise you have your own first aider with you. | Low |
| Activities | Creative activities such as clay seal making, quill pen and ink and colouring, etc will be supervised. Protective clothing, such as aprons, will be provided when needed.A medieval dressing up activity is included. The students will place the costumes over their clothes. All activities are optional. | Low |
| Rest Room Facilities | Handwashing facilities are in the disabled toilet, which is located opposite an exit door. School staff must monitor the students at all times and ensure 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 in the central car park. School staff should check the toilets before the students enter to ensure safety. School staff to monitor the students as they enter/ exit. | Low |
| Town Walk Activity | If a full day visit is planned this may incorporate a town walk. This is in a public space, in and around Market Place, which can be busy with pedestrians, cyclists, cars and delivery vans/ lorries. Please ensure students are always supervised when around traffic and crossing the road. At least one member of school staff must accompany the group and carry a mobile phone, in order to contact other staff members if required. Our volunteer will carry a radio to contact other volunteers/ staff in the event of an emergency. Schools may decide to provide high vis jackets for the students to wear. | Medium/ Low |
| Travel between the Town Hall and The Guildhall | If a full day visit is planned the students will be eating lunch in The Guildhall. They will need to walk between the Town Hall, the public toilets and The Guildhall. School staff to ensure they are walking in sensible lines and to ensure the students are counted on entry/ exit. Schools may decide to provide high vis jackets for the students to wear. | Medium/ Low |

Review date Jan 2025 – FP

