

Please note: this is NOT a Risk Assessment: it is a Hazard Identification intended to help teachers produce Risk Assessments specific to their group's needs.

Produced by Elvie Thompson, Education Officer, 2011. Revised Katrina Burton, Property Manager, September 2018.

Safety Information: Fishbourne Roman Palace & Gardens

Potential Hazards to be considered in a risk assessment:

Area	Hazard	Existing control measures	Action required by school
Coach and car park	Traffic entering site and using car/coach park. Slips/trips/falls on kerbs.	Pathways around car/coach park. Signs asking visitors to keep to paths.	Pupils must be closely supervised at all times in the coach and car park. Pupils must keep to the paths at all times and not walk across the car park. Pupils not run in coach/car park or between the museum buildings.
Toilets	Slips and falls arising from slippery surface if water is spilled. Injuries caused by closing doors Difficulty locking/unlocking doors.	Toilets inspected by site staff and cleaned daily. Hinge guards fitted to doors. Doors can be unlocked from outside	Pupils must be supervised in the toilet block.
Shop	Slips or collisions resulting from overcrowding.	Staff present in shop at all times.	Pupils must be supervised when using the shop.

Notes:

- ❖ Please remember that the supervision of your pupils remains your responsibility throughout your visit.
- ❖ We highly recommend that group leaders conduct preliminary visits before bringing their pupils.
- ❖ Please contact the nearest member of staff in case of accident or emergency, no matter how minor.
- ❖ No food or drink is permitted in the workshops, museum, mosaic area, gardens or Collections Discovery Centre.
- ❖ Please advise pupils to inform a museum staff member if they become separated from the group.
- ❖ If the fire alarm sounds please make your way calmly via the nearest emergency exit to the assembly point. Attendant staff will supervise the evacuation of the building.

Please note: this is NOT a Risk Assessment: it is a Hazard Identification intended to help teachers produce Risk 2 Assessments specific to their group's needs.

Produced by Elvie Thompson, Education Officer, 2011. Revised, Katrina Burton, Property Manager, September 2018

			<p>We recommend that pupils use the shop in groups of not more than 20.</p> <p>Overcrowding tends to occur in the afternoon, so we recommend that you spread your shop visits throughout the day.</p>
Museum and North Wing mosaic area	<p>Children becoming separated from the group.</p> <p>Slips/trips/falls, especially resulting from climbing on barriers in mosaic area or from slippery surfaces in wet weather.</p>	<p>Indoor areas monitored by staff.</p> <p>Surfaces monitored by staff and cleaned as needed.</p>	<p>Pupils must be supervised at all times when in the museum and mosaic area.</p> <p>Pupils must not run in the museum or mosaic area.</p> <p>Pupils must not climb on barriers in mosaic area or on any other items/furniture.</p>
Gardens, picnic area and mounds	<p>Children becoming separated from the group.</p> <p>Slips/trips/falls resulting from uneven ground, steps, loose stones, slippery grass and slopes.</p>	<p>Outside areas checked regularly by staff.</p>	<p>Pupils must be supervised at all times when in the gardens and picnic area.</p> <p>Pupils must not run in the gardens, except in the picnic area and mounds. However,</p>

Notes:

2

- ❖ Please remember that the supervision of your pupils remains your responsibility throughout your visit.
- ❖ We highly recommend that group leaders conduct preliminary visits before bringing their pupils.
- ❖ Please contact the nearest member of staff in case of accident or emergency, no matter how minor.
- ❖ No food or drink is permitted in the workshops, museum, mosaic area, gardens or Collections Discovery Centre.
- ❖ Please advise pupils to inform a museum staff member if they become separated from the group.
- ❖ If the fire alarm sounds please make your way calmly via the nearest emergency exit to the assembly point. Attendant staff will supervise the evacuation of the building.

Please note: this is NOT a Risk Assessment: it is a Hazard Identification intended to help teachers produce Risk Assessments specific to their group's needs.

Produced by Elvie Thompson, Education Officer, 2011. Revised by Katrina Burton, Property Manager, September 2018.

			<p>please be considerate to others using the picnic area and mounds. Pupils must not climb on any walls or exposed archaeology.</p> <p>Pupils must not touch any equipment or machinery being used in the gardens.</p> <p>Pupils must not cross or reach into the roped-off area.</p> <p>Pupils should be advised to wear appropriate outdoor clothing. We recommend that schools bring a supply of sun cream if necessary.</p> <p>Please ensure your adult helpers are aware of any allergies among your pupils. Pupils must not pick or eat anything growing in the gardens.</p> <p>Pupils must be supervised at all times while using the</p>
	<p>Injury from gardening tools/machinery being used by staff/volunteers.</p> <p>Injury from garden tools on display in garden museum.</p> <p>Weather.</p> <p>Pollen/plant allergies.</p> <p>Picnic area close to car/coach park.</p>	<p>Staff/volunteers responsible for safe use of their equipment.</p> <p>Tools displayed in roped-off area.</p> <p>Large grassed area and path between picnic area and</p>	

Notes:

- ❖ Please remember that the supervision of your pupils remains your responsibility throughout your visit.
- ❖ We highly recommend that group leaders conduct preliminary visits before bringing their pupils.
- ❖ Please contact the nearest member of staff in case of accident or emergency, no matter how minor.
- ❖ No food or drink is permitted in the workshops, museum, mosaic area, gardens or Collections Discovery Centre.
- ❖ Please advise pupils to inform a museum staff member if they become separated from the group.
- ❖ If the fire alarm sounds please make your way calmly via the nearest emergency exit to the assembly point. Attendant staff will supervise the evacuation of the building.

Please note: this is NOT a Risk Assessment: it is a Hazard Identification intended to help teachers produce Risk Assessments specific to their group's needs.

Produced by Elvie Thompson, Education Officer, 2011. Revised by Katrina Burton, Property Manager, September 2018.

		car/coach park.	picnic area.
Workshop rooms and lunch room	<p>Slips/trips/falls.</p> <p>Injury caused by use of activity equipment, artefacts and replicas including sharp objects, e.g. stylus.</p> <p>Allergic reaction to food in workshop kitchens, including nuts and herbs.</p> <p>Slips resulting from food/drink spilled on floor in lunch room.</p>	<p>Workshop activities supervised by museum staff.</p> <p>Workshop activities risk assessed by museum staff and designed to be suitable for the age of the pupils in each group.</p> <p>Nuts are used in displays in the workshop. *** Please notify us if you need the nuts removed.***</p> <p>Lunch room cleaned daily.</p>	<p>Pupils must be supervised by school staff throughout the workshop.</p> <p>Pupils must not run in the workshop or lunch rooms.</p> <p>We ask that teachers and other adult helpers assist pupils in the safe use of workshop equipment.</p> <p>Please ensure your adult helpers are aware of any allergies among your pupils. If you have any specific concerns, please call us to discuss these in advance of your visit.</p> <p>Cleaning equipment is provided in the lunch room for schools to use, including bags for rubbish, dustpans and brushes.</p>

Notes:

4

- ❖ Please remember that the supervision of your pupils remains your responsibility throughout your visit.
- ❖ We highly recommend that group leaders conduct preliminary visits before bringing their pupils.
- ❖ Please contact the nearest member of staff in case of accident or emergency, no matter how minor.
- ❖ No food or drink is permitted in the workshops, museum, mosaic area, gardens or Collections Discovery Centre.
- ❖ Please advise pupils to inform a museum staff member if they become separated from the group.
- ❖ If the fire alarm sounds please make your way calmly via the nearest emergency exit to the assembly point. Attendant staff will supervise the evacuation of the building.

Please note: this is NOT a Risk Assessment: it is a Hazard Identification intended to help teachers produce Risk Assessments specific to their group's needs.

Produced by Elvie Thompson, Education Officer, 2011. Revised by Katrina Burton, Property Manager, September 2018.

	Allergic reaction to food in lunch room, including that brought by other schools.	Lunch room cleaned daily.	<p>Pupils must be supervised at all times when using the lunch room.</p> <p>Please ensure your adult helpers are aware of any allergies among your pupils. If you have any specific concerns, please call us to discuss these in advance of your visit. Hand washing facilities are available in the toilets next to the lunch room.</p>
--	---	---------------------------	--

Notes:

- ❖ Please remember that the supervision of your pupils remains your responsibility throughout your visit.
- ❖ We highly recommend that group leaders conduct preliminary visits before bringing their pupils.
- ❖ Please contact the nearest member of staff in case of accident or emergency, no matter how minor.
- ❖ No food or drink is permitted in the workshops, museum, mosaic area, gardens or Collections Discovery Centre.
- ❖ Please advise pupils to inform a museum staff member if they become separated from the group.
- ❖ If the fire alarm sounds please make your way calmly via the nearest emergency exit to the assembly point. Attendant staff will supervise the evacuation of the building.