

**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.**

**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.**

Area	Hazard	Existing Control Measures	Action required by School
Lunch room (previously AV room)	Slips/trips/falls.	<p>Pupils advised on correct use of the lunchroom and tables / chairs by school staff.</p> <p>Carpet in lunch space to lessen risk of slipping.</p> <p>Tables and chairs spaced appropriately.</p> <p>First aiders on site.</p> <p><b>Bag storage areas available.</b></p> <p><b>Signage to encourage school groups to clean up after they have used the lunchroom and equipment provided (bins and recycling) to facilitate this.</b></p>	<p><b>Pupils must be supervised by school staff at all times throughout the lunch slot and in the lunch room.</b></p> <p>Pupils must not run in the lunch room.</p> <p>We ask that teachers and other adult helpers assist pupils in the safe use of our lunch room facilities and equipment. Children to keep their possessions out of the way of others so that they do not become trip hazards.</p> <p>Cleaning equipment is provided in the lunchroom for schools to use, including bags for rubbish, dustpans and brushes. As we have multiple schools on site, each school is responsible for cleaning up after they have used the lunchroom, using the bins provided to dispose of any rubbish.</p>
	Steps in raised seating area – slips, trips, falls and injuries from contact.	<p><b>Adult only area (stepped seating) with signage and hazard tape on the steps – please ensure your pupils do not use this area and</b></p>	<p>Teachers and adult helpers to supervise children.</p>

	<p>Injuries caused by opening / closing doors (including glass doors).</p> <p>Allergic reaction to food and substances brought in by visitors into lunchroom space. Contamination.</p>	<p>take care as the steps could be slippery if wet.</p> <p><b>Hinge guards / finger guard fitted to the door</b></p> <p>Blind has been removed - it is possible to see through the glass panel into the garden area to avoid collisions when opening the door.</p> <p>Schools should not bring nuts or nut products. There is signage in the lunchroom to discourage consumption of nuts and nut products.</p> <p>However, we are <b>not</b> a nut free site, and others may have brought nuts into the lunch room and other areas. Similarly, we cannot guarantee that other visitors will not have brought nuts or other allergens onto the site.</p> <p>Pupils must wash their hands after the workshops (wheat /</p>	<p>Pupils to be supervised by staff at all times. Door can be wedged open on entry / exit.</p> <p>Please ensure your adult helpers are aware of any allergies among your pupils. Please ensure that participants have all relevant medications with them (e.g. epipens). <b>If you have any specific concerns regarding allergies or other medical matters, please call us to discuss these in advance of your visit.</b></p> <p>Please ensure your children wash their hands before eating. Hand washing facilities are available in the toilets near the lunchroom. Pupils should wash their hands after each workshop.</p> <p>Please ensure that you have a trained first aider with your school party and that participants have all relevant medications</p>
--	--	--	---

		wheatflour containing gluten is used).	with them on the day of your visit (e.g. epipens). <b>Please note that whilst it is likely that we have a first aider on site, we cannot guarantee the availability of our first aiders.</b>
	Choking on food or other items		Please supervise all members of your group during their lunch and ensure they are using the tables and chairs provided.
	Slips resulting from food/drink spilled on floor in lunch room.	First aiders on site and amongst school staff. Children supervised by teachers and adult helpers throughout. Extra lighting installed.	Adults to supervise participants, and clear up after school groups. Adults to advise Fishbourne staff of any safety issues or major spillages etc.
	Exposed archaeology – could cause injury if contact.	Lunchroom checked / cleaned regularly. Pupils should use the tables and chairs provided. No running permitted in the lunchroom.	Adults to ensure no one goes behind the barriers or climbs on any of the archaeology.
	Projector unit, light switch, portable heaters, electrics and taps	Barriers provided to cordon off the area and signage. Replica display. <b>'Do not touch' signage in place.</b> Portable heaters are behind a cage. Do not cover this.	Please advise us if there is an issue. Do not allow pupils to swing on the pull cord. Do not cover electric heaters or unplug any item of equipment.

	Burns and scalds from hot drinks / food	Checked by maintenance staff. Additional lighting in place.  First aiders on site Adult only seating area Water available in washroom facilities in museum adjoining. Warning signs re. hot water in toilets.	Children not permitted hot drinks. Adults to consume any hot food / drink away from children. Children must be escorted to the toilets and supervised whilst washing hands in the presence of teacher / adult helper.
Area immediately outside of the lunchroom (formerly AV)	Slips/trips/falls resulting from uneven ground, steps, loose stones, walkways, slippery grass and slopes.  Steep drop onto archaeology.	Location of first aid boxes shown on maps around the site.  Signs up around the site advising re. rabbit holes.  First aiders amongst staff.	Please supervise all members of the group at all times. Note that the access into the lunchroom can be slippery when wet. The raised grass bank immediately outside of the lunch area has a drop on the other side of it – this area is not a playground but contains archaeology. Please ask staff for more suitable areas should you wish to eat outdoors / provide outdoor space for breaktimes.  Please ensure that you have a member of your school party on the trip who is first aid trained, and that you bring first aid boxes and sick bags. <b>Fishbourne Roman Palace does have trained first aiders, but we cannot guarantee their availability.</b>
All	Fire	Fire alarms  Fire exit signs – two escapes in the lunchroom.	If the fire alarm sounds, please make your way calmly via the nearest emergency exit to the assembly point. The two assembly points are 1) by the gazebo outside the former café,

		<p>Fire wardens amongst FRP staff - Attendant staff will supervise the evacuation of the building.</p>	<p>or 2) on the raised bank in the garden (next to the lunchroom (previously the Audio-Visual Theatre)). Please ensure that all members of your party are aware of these.</p> <p>Please register your pupils and adults and inform us immediately if there are any issues.</p>
	Safeguarding	<p>Education staff hold enhanced DBS checks.</p> <p>Glass panel into the lunchroom so that if door is closed, it is still possible to see in / out of the space.</p> <p>Signage to indicate to the public that the former AV room is now in use as a school lunch room.</p>	<p>Pupils must be supervised in the appropriate ratios at all times.</p> <p>Please escort your pupils to the toilet areas. FRP is open to the public and you will need to ensure that you have suitable supervision / adults available to stay with your pupils at all times, including in the workshops.</p>