










Risk Assessment for: General Education				Required PPE
<b>Start date</b>	01/01/2026	<b>End date</b>	30/01/2030	 Cloth or Medical Mask
<b>Contact</b>	Learning & Engagement Team			
<b>Phone</b>	01843 842168			
<b>Location</b>	Powell-Cotton Museum Quex Park Birchington Kent CT7 0BH			
<b>Description</b>	To cover school visits throughout the buildings and gardens to ensure that healthy & safety guidelines and procedures are met.			

Risk	Current Controls	Additional controls required	Who is harmed and how	Before Control Measures	After Control Measures
 <p><b>Slips, Trips and falls.</b> Steps, uneven floor surfaces and ramps may cause trips and falls (Learning)</p>	Good house-keeping etiquette in place. Clear markings and demarcations providing visual guide to changes in floor type. Groups to be accompanied by responsible adult at all times.	Organiser is offered a free familiarisation visit at an allocated time to conduct own risk assessment with a PCM member of staff.	PCM staff, volunteers, visitors, teachers and students	6	2
 <p><b>Slips, Trips and falls.</b> Uneven footpaths and path moss – risk of slips and trips</p>	-Paths are weekly leaf-blown and regularly jet-washed to control moss growth in Autumn/Winter. -PCM team regularly walk paths and report any hazards to Head Gardener/Head of Ops	Monitor paths for continued deterioration in surface caused by tree roots. Forecast for large repairs in maintenance schedule/budget.	Staff, volunteers, visitors -Slip, trip or fall due to uneven ground or moss-covered paths		6
 <p><b>Slips, Trips and falls.</b> Tools and Equipment in public areas – risk of injury through trip and fall or improper use by unauthorised persons</p>	 Wear safety footwear   Wear protective gloves  -All staff and volunteers instructed to clear away tools from work areas when leaving area unattended for breaks etc. If equipment is too heavy to move then it should be placed in area away from public walkways/out of sight.		Public, Volunteers		3

-PPE appropriate to the task issued by Head Gardener/ Assistant Gardeners.

	<p><b>Allergic reactions/ anaphylactic shock</b></p> <p>Bees on site, risk of sting and/or anaphylactic shock</p>	<p>- Beehives set back from path +10m. - Located off the main path so there is the option to not walk near them. - Visitors advised of beehives via signage.</p>	<p>Staff, Volunteers, Public</p>	<b>5</b>		
	<p><b>Drowning</b></p> <p>Pond 1 adjacent to bandstand, access prevented by fence. This is a wildlife pond so no public access. Pond 2 has a depth of 4 meters. The sides of the pond are 1.10m tall and children would need to be dropped in the pond rather than have the ability to jump in. Pond 3 has a depth of 0.6 meters. All children must be supervised in gardens.</p>	<p>-Fence to Pond 1 has been replaced and is in excellent condition. -Fence to Pond 1 inspected after storms to ensure no damage. -Pond 2 pond water should be kept at high level to ensure easier access for rescue if required.</p>	<p>Consider signage to advise depth of pond 2. Consider lifesaving kit to be installed on side of pond 2.</p>	<p>Visitors. Children or non-swimmers drowning</p>	<b>5</b>	
	<p><b>General Injury</b></p> <p>Injury due to traffic in the car park.</p>	<p>Organiser is offered a free familiarisation visit at an allocated time to conduct own risk assessment with a PCM staff member. Disembarkation to happen in the safety of the car park. No marked crossing area, so extra precaution must be taken. 10mph speed limit in place. Responsible adult must remain with the students at all times and have adequate ratios for crossing the car park. Teacher to supervise children at all times.</p>	<p>Groups to wait on grass areas outside the museum entrance.</p>	<p>PCM staff, volunteers, teachers and students</p>	<b>6</b>	<b>2</b>

	<b>Adverse Weather</b>	Trees in the garden provide shade. Ventilation in Museum provided by opening windows in glass corridor, fans in galleries 1, 3, corridor, 6 and 7. Open fire doors in galleries 6 and 7 to let in cooler air.	Contact the group to postpone visit if an extreme weather event is forecast with an amber or red warning.	PCM staff, volunteers and visitors suffering illness due to the effects of extremely high temperatures and exposure to the sun.	<b>6</b>
	<b>Weather Conditions</b>	If severe weather, stop the event. All objects will be placed in really useful boxes to prevent damage.	.	Object contamination	<b>6</b>
	<b>Learning Equipment</b>	Young visitors to be accompanied by an adult at all times. The equipment and resources and how to use it will be clearly explained and demonstrated to the visitors. Museum staff and volunteers will be present throughout the session. All equipment suitable for age 4 and up. Pens have been chosen based on their robust nature and safety. Pens are CE marked and suitable for age 3 and over. Pens to be stored away with instructions when not in use. Staff and volunteers to tidy up as they go and pick-up items that fall onto the floor. Visitors are encouraged to tidy up after themselves. Equipment to be packed away at the end of the session.	Museum staff to monitor the use of equipment and materials throughout the session. Good housekeeping etiquette in place. Gallery cleaned after the session. Museum staff to have a working radio throughout the session.	All staff, visitors & volunteers	<b>6</b>
	<b>feed back screens (Learning)</b>	Screens have been designed to be used by schools. All screens are weighted to prevent falling and have been fitted with wheels that lock. Screens will be strategically placed to ensure they are well lit and are visible to visitors and staff.	All equipment is suitable to be used with staff and visitors.	All staff, visitors, volunteers	<b>4</b>
	<b>Lost child (Learning)</b>	Students will be supervised by their teacher and responsible adults at all times during the visit.	Safeguarding Designated Lead or member of Senior Management Team available at all times in case of an issue.	Children, young people and vulnerable adult	<b>2</b>

	<p><b>Cube Handling Collection</b></p> <p>Objects breaking or causing injury. Damage to objects. Allergic reactions due to handling animal skins and fur.</p>	<p>All objects in the handling collection will be checked before use. visitors to be supervised by a teacher or responsible adult when handling objects in the cube. Visitors advised to sanitize or wash hands after handling objects. Visitors to be made aware that there animal skins and fur could cause an allergic reaction.</p>	<p>Signs requesting only 4 people at a time in the cube. Close monitoring of use by staff during the sessions with removal, if necessary.</p>	<p>PCM staff, volunteers, teachers and students</p>	<b>4</b>	
	<p><b>Handling Museum objects</b></p> <p>General injury due to handling museum objects</p>	<p>Museum staff to check the objects whilst setting up the workshop and remove any that are damaged following the museum damage procedures. Museum staff and volunteers to demonstrate appropriate handling techniques and explain that any damage needs to be reported to stop injury or further breakages. Museum staff to be present throughout the workshop. Students to be accompanied by responsible adults / teacher at all times. Objects to be tidied away when not in use.</p>	<p>Reporting procedures for damaged objects are in place. Museum staff to remove damaged objects. Close monitoring of objects during session.</p>	<p>PCM staff, volunteers, students / visitors minor cuts and abrasions from rough or sharp edges</p>	<b>4</b>	
	<p><b>Safeguarding children, young people and vulnerable adults (Learning)</b></p> <p>Safeguarding children, young people and vulnerable adults.</p>	<p>Students will be supervised by their teacher and responsible adults at all times during the visit.</p>	<p>Safeguarding Designated Lead or member of Senior Management Team available at all times in case of an issue.</p>	<p>Children, young people and vulnerable adults.</p>	<b>3</b>	<b>1</b>
	<p><b>Animal/Insect /Plant stings or bites (Learning).</b></p> <p>Peacocks and chickens in the gardens may bite.</p>	<p>Students to be accompanied by a responsible adult at all times. Organisers should bring there own first-aiders with them and have a list of any known allergies. Organiser is offered a free familiarisation visit at an allocated time to conduct own risk assessment with a PCM staff member.</p>	<p>The walled gardens are closed during visits. First-aiders on site.</p>	<p>PCM staff, volunteers, visitors, teachers and students</p>	<b>4</b>	<b>2</b>
	<p><b>General Injury from walking into display cases (Learning)</b></p>	<p>Signage within the museum galleries highlighting where display cases are and warning not to lean on them. Groups to be accompanied by responsible adults at all times.</p>	<p>All groups are given a health and safety introduction at the start of their visit.</p>	<p>PCM Staff, volunteers, teachers and students.</p>	<b>4</b>	<b>2</b>

Display cases - corners may cause injury if hit; expanses of glass may be leant into causing bumps and bruising.



**Lighting - low and changing levels (Learning)**

Low and changing levels of lighting may lead to disorientation and collisions.

Organiser is offered a free familiarisation visit at an allocated time to conduct own risk assessment with a PCM staff member. Students to be accompanied by responsible adults at all times.

PCM Staff, volunteers, teachers and students

4

1



**Museum cleaning (Learning)**

Wet floors may cause slip hazards, chemicals may cause reactions, Hoover cables may cause trips.

Main museum cleaning undertaken during morning and after school sessions. Hand sanitisers in areas around the museum. All chemicals kept in a secured area accessed only by relevant staff. Staff equipped with warning signs for cleaning during open hours.

Operations and Facilities Assistant to liaise with cleaner regarding group visits scheduled to help plan cleaning.

PCM staff, volunteers, teachers and students

6

2



**Gallery 6 Tables**

Tables not erected correctly - ensure the table legs and table tops are connected and secure.

Two people to erect the tables and to check the legs and table tops are connected correctly. Tables to be erected on stable ground. Tables set up in visible areas and not causing obstructions for visitors, staff or volunteers. Tables set up with fire evacuation and access routes clear.

PCM staff to check the tables before the start of the session.

PCM staff, volunteers, students, teachers and visitors injured due to the tables falling over or not being stable because erected incorrectly.

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