

WILDERSPIN & NATIONAL SCHOOL RISK ASSESSMENT

Activity: Group Tour

Spaces: Museum & Joseph Wright Hall

Date of Assessment: 14 December 2022

**Staff: IW
YK**

Overall nature of the activity/risk situation:

The Wilderspin & National School Museum is a school museum housed within an historic building comprising School, walled Victorian Infant Playground and garden. Groups may also access the Joseph Wright Hall, a former Victorian Chapel immediately adjacent to the School, and occasionally the Aelberry Building, across the car park. These historical features give the School its unique character.

It should be noted that on Thursdays and Fridays the building is open to members of the public. School groups also visit. Other users may be present on the site on any day.

There are public toilets in the main School building, Joseph Wight Hall and Aelberry Building. The water temperature in the wash rooms has been reduced to a safe level. There are large, wheelchair-accessible toilets in each building, and baby-changing facilities in the School Museum and Joseph Wright Hall.

The car park is unsuitable for coaches which should drop off in the street and groups should be well supervised and keep to the footpath to access the main entrance at the rear of the building. Smaller mini-bus type vehicles can park in the car park, and there are designated disabled-parking bays. There are pedestrian paths but care must be exercised when crossing the car park.

Wheelchair access is possible throughout each building and there is a DDA compliant toilet in each one. The original stepped exits from the Wilderspin Schoolroom into the Playground and front courtyard are not wheelchair accessible but an alternative ramped route is available via the shop and there is a side gate to the playground. Mobile wheelchair ramps are available on request but are not suitable for motorised mobility scooters. Visitors with a visual impairment should be assisted and told where each step is. Museum staff will offer their assistance. Please advise the Museum if members of your group depend on a motorised mobility scooter as we can make some adjustments prior to your visit to ease their manoeuvring.

We suggest that group leaders undertake a pre visit before their trip if possible.

After assessment, we feel that these hazards present a low risk to individuals and groups who are made aware of the hazards and are adequately supervised.

**Evacuation procedures will be provided to the group leader on arrival.
The Assembly Point is the School Playground.**

Should you need further guidance about health and safety, please contact us.

Nature of the activity/risk situation: Group Tours

Potential Significant Hazards (Activity/Situation/Hazard)	Action Required
<p>Arrival and disembarkation: groups travelling by coach will need to disembark on the street.</p>	<p>Supervision and assistance (where necessary). Use the pedestrian gate and footpath leading to the rear entrance to the Museum. (Level route).</p>
<p>Mini-buses and small coaches can park in the Car Park.</p>	<p>Supervision and assistance (where necessary) crossing the car park to the Museum entrance.</p>
<p>Wheelchair accessibility.</p>	<p>Use the main entrance ramp. Wheelchairs can be left outside by the main entrance or inside by arrangement. One manual wheelchair is available on-site on request. Gangways can be adjusted for easier manoeuvrability of motorised mobility scooters by arrangement. Table access for wheelchair users in the coffee shop, or use of an alternative space for refreshments, can be arranged by prior arrangement.</p>
<p>Stepped entrances into the Joseph Wright Hall.</p>	<p>An alternative level access route into the Joseph Wright Hall is available – please liaise with Museum staff for directions. There is a handrail and grab rail at the main entrance into the building. Museum staff will liaise with group leaders about use of spaces in the Hall for viewing, introductory welcomes and refreshments etc.</p>
<p>Steps and stairs to/within the first floor Auditorium in Joseph Wright Hall. The staircases are quite steeply inclined.</p>	<p>Visitors should use the banister handrails and be supervised at all times. Care should be taken moving around the tiered seating – using the pews as handrails. The edges of stairs are marked with high visibility textured strips.</p> <p>There is a platform lift to the first floor Auditorium. It can accommodate wheelchairs and mobility scooters (singly). All users should be accompanied by a helper. Museum staff will explain use of the lift. It should not be used in an emergency evacuation – Evac-chairs are available instead which should be used under supervision of Museum staff.</p>
<p>Aelberry Building Access across car park.</p>	<p>Care should be taken crossing the car park. There is all level access within the building. There is a wheelchair accessible toilet.</p>
<p>Steps exiting the Museum's Infant Schoolroom into the Playground.</p>	<p>Wheelchair ramps are available by arrangement. The ramp is unsuitable for motorised wheelchairs with a low chassis. Staff will direct group leaders to an alternative level route.</p>

<p align="center">Potential Significant Hazards (Activity/Situation/Hazard)</p>	<p align="center">Action Required</p>
<p>The Playground can be slippery in damp, wet or freezing weather.</p>	<p>The Playground is gritted in icy conditions. Visitors should be supervised and helped where necessary. Children should not run in the playground in damp and icy conditions. Use of the swing must only be done under supervision of Museum staff.</p>
<p>Open fires is historic schoolrooms.</p>	<p>Museum staff monitor and supervise the fires. Fire guards are in place.</p>
<p>Seating and rest points.</p>	<p>There is seating for visitors' use in every room. More can be provided on request.</p>
<p>Light levels can change from room to room.</p>	<p>All rooms are naturally lit with windows to the outside. Museum staff will liaise with group leaders if the lighting levels need adjusting for visitors with a vision impairment.</p>
<p>Gas lighting is used in some rooms.</p>	
<p>Loose display objects.</p>	<p>Few display cases are used. Most objects can be touched. Potentially hazardous objects (glass, heavy, sharp) are out of reach.</p>
<p>Video presentations.</p>	<p>There are a number of video presentations using TV monitors. None include flashing strobe effects. Please advise Museum staff if these need to be switched off.</p>
<p>Supervision of vulnerable adults and children.</p>	<p>Museum staff with roles involving regular contact with vulnerable adults and children are DBS checked. Group leaders and their staff and helpers should remain with their groups members at all times. Only group leaders and designated group staff and helpers should assist and supervise use of the toilets by their group.</p>
<p>Evacuation procedures.</p>	<p>The Fire Alarm is a siren. The Assembly Point from all buildings is the Playground. Testing of the alarm is not usually done on public open days – but if a test is planned, group leaders will be advised. Museum staff will remind group leaders of the evacuation procedures on arrival.</p>

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