

# Basic Risk Assessment for schools

## – Victoria Tower

\*We do ask that staff visit the Tower beforehand and carry out their own risk assessments\*

Undertaken by: Access & Learning Manager

Undertaken: Spring 2016

Method: Staff Inspection

Date of Issue: April 2016

### Hazards:

1. Tower's spiral staircase – risk of dizziness/feeling unwell and falling
2. At the top balcony – risk of dizziness/children throwing things off the top and injuring people below
3. Slips, trips and falls – everywhere but especially the top balcony after rain
4. Stranger danger – strangers entering the Tower
5. First aid emergencies

### Groups at Risk:

1. All visitors– low risk.

### Action to be taken:

1. Talk to children outside the Tower/in the foyer inside about the layout. Walk single file, staying on the wider part of the staircase. Have 1 staff member at the front setting the pace and 1 at the back of the group. Stop and break at each landing to avoid dizziness. Emphasise slow and careful with no pushing. When descending, have gap between groups of 5 children. Have 1 spare adult who can leave with children who feel uncomfortable/unwell.
2. Supervise children at all times and stay as one group. Only 8 people at the top at once (the other group can wait on another floor/outside. No leaning on the wire mesh and no throwing things off the top.
3. There are uneven surfaces and narrow steps. Children asked to take care everywhere. The top balcony can be like ice after the rain so please take extra precautions.
4. Please lock yourselves in the Tower. If anyone approaches you wanting to use the key or enter the Tower, please direct them to the Museum (we ask that all borrowers of the key sign in and out with details). Please do not pass the key onto anyone else, unless authorised to do so by the Museum.
5. Have an appointed 1<sup>st</sup> aider and carry a 1<sup>st</sup> aid pack. Have the Museum number to hand, in case you need someone to access the Tower 01481 726518.

NB Guernsey Museum & Art Gallery complies with the requirements of the 'Salle Publique' law which sets the criteria for premises open to public access.