

### Risk Assessment Guidance Notes –

#### Egyptians workshop

Cliffe Castle Museum, Spring Gardens Lane, Keighley BD20 6LH

We have found that many teachers and group leaders have requested information and risk assessment guidelines prior to their visit. This is a list of potential risks that a group may encounter and brief advice on how to reduce those risks.

Please read them carefully when compiling your own risk assessment.

We recommend that all group leaders make a pre-visit so that any health and safety concerns can be raised as part of your visit plan.

#### Egyptians Workshop

- Risk of trapped fingers in doors to Egyptian gallery. Children should supervised.
- Risk of trapped fingers in the Egyptian chest when placing the mummy inside. Children should be advised to sit and keep fingers away from the edge of the chest.
- Possibility of cuts or minor crush injuries from handling objects. Participants should be supervised whilst handling objects and take care.
- Possibility of illness/ allergy from touching old objects. Participants should wash their hands after handling objects.

#### Outside Cliffe Castle Museum

- There are 13 minor roads to cross if walking from the bus/train station. There are pedestrian crossings over the larger of these roads.
- If arriving by coach/minibus/car ensure that care is taken in the car park as it is used by the public and other school groups.
- There are slopes and steps leading to the museum entrance. Care should be taken especially in wet/icy conditions.

#### Inside Cliffe Castle Museum

- There are steps, stairs and winding corridors throughout the building. Running is not allowed inside Cliffe Castle Museum.
- There are many (some glass fronted) display cabinets that protrude in to walking areas. Running is not allowed inside Cliffe Castle Museum.
- There is a first floor display area with a high wrought iron balcony. This should not be climbed and children should be accompanied at all times.

- There are many wall heaters throughout the museum which at times can be very hot. Children should be warned of this danger.
- The display objects designed for handling are there to be felt and touched but may cause injury if lifted or moved. Leave them in-situ and supervise carefully, also wash hands before eating after handling objects.
- Very delicate/valuable items and dangerous areas under repair, removal or construction will be roped or taped off and notice given. Do not go in these areas.
- The museum will be open to the public and other groups at the time of your visit. Children should be accompanied at all times including the use of the toilet facilities.
- Any property left in public areas is done so at your own risk.
- Please make the group leader/education officer aware of any particular health and safety issues relating to any member of your group.

**THIS GUIDANCE DOCUMENT LISTS ALL THE AREAS ON SITE THAT MAY BE VISITED AND THE POSSIBLE RISKS OF WHICH TEACHERS AND GROUP LEADERS SHOULD BE AWARE.**

**THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT.**

If before or during your visit you have any further health and safety concerns do not hesitate to contact any member of staff.