

Risk Assessment Guidance Notes –

Belonging 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.

Belonging Workshop

- Advise children not to play near the doors/ especially the folding screen in the education room.
- Risk of spread of germs after handling artefacts. Participants should wash their hands after handling artefacts.

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.

***InSIGHT* Education Room**

- There are wall heaters that sometimes will be very hot. Do not use these heaters on an unnecessarily high setting and warn children/people of the danger if they are near.
- There are glass fronted cabinets, chairs, tables and a glass paneled fire door in *InSIGHT*. Running is not allowed in this room.
- Handling objects are often robust but some are more delicate. Treat each item with care as rough treatment may result in injury or damage to property/collection items. Supervise handling carefully, do not allow the lifting or moving of heavier items and wash your hands following the session.
- The fire door leads to a couple of steps. Take care when entering or exiting via these steps especially in wet weather.

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.