



## Risk Assessment Guidance Notes for Teachers

The Quilt Museum and Gallery has identified potential areas of risk to assist teachers in carrying out their own assessments prior to visiting. The information we have provided is by no means exhaustive and all teachers/group leaders are advised to make a free familiarisation visit (if you book with the Education Officer you can bring your family along too at no cost).

When carrying out a risk assessment, it is imperative that teachers/group leaders give special consideration to the control measures they will undertake, such as providing adequate information, instruction or training to the appropriate people, identifying who takes overall charge in an emergency situation, and the ratio of pupils to adults.

### **Teacher/Pupil Ratio**

The Quilt Museum and Gallery allows free entrance to accompanying teachers/helpers in the following ratios:

KS1 pupils: 1 adult to 6 pupils

KS2 pupils: 1 adult to 8 pupils

KS3/4 pupils: 1 adult to 10 pupils

Special Educational Needs: 1 adult per pupil

Young visitor groups (under 18s): 1 adult to 10 visitors

Additional adult group leaders/teachers will be charged at the appropriate entrance rate.

Teachers/Group leaders are reminded that while staff and volunteers at the Quilt Museum and Gallery are located around the building to assist you, it is the overall responsibility of the teachers/group leaders to ensure that children under their charge are supervised at all times.

### **Facilities**

#### *Toilets*

Toilet facilities are situated on the ground floor at the bottom of the main staircase. There include male, female and disabled toilets. They will be accessible throughout your visit.

### *Lunch area*

An indoor lunch space can be provided subject to availability and must be reserved at the time of booking. During a lunch booking, teachers/group leaders will be responsible for the safety of their group and also must ensure they leave the space in a clean and tidy way. No objects or equipment will be left out during a lunch booking.

If the space is deemed to have been left in an inappropriate way, the group will be asked to return and clean up.

### **Disabled Access**

The Museum has been designed to be wheelchair and mobility friendly. We have a fully functional lift available to visitors and our staff/volunteers are aware of safety procedures in the case of a fire.

We recommend that you inform us of any mobility requirements at the time of booking so we can be on hand to help you if required.

We also supply large print guides and label booklets in the gallery space for visitors with limited eyesight. We are also developing gallery discovery boxes containing tactile quilt samples. Please contact us for details of when these will be available.

Braille guides are not yet available but our friendly and fully trained volunteers are on hand to assist with tours where possible.

## Risk Assessment Table

Area	Potential Hazard	Risk	Control Measures
Approach	Main Road, Bus stop Steps up to main entrance (wheelchair access available) Railings outside door Historic building	Vehicles Push/fall/trip Rough edges to walls	Adult Supervision
Admissions	Entrance door on timer Small welcome area Bottom of glass staircase Little seating space	Finger traps Push/fall/trip Overcrowding Other visitors/groups	Limited numbers Adult/staff supervision No running Inform other visitors Correct clothing/footwear
Lift	Door on timer Button must be pressed continuously to move Restricted space/weight	Trip/fall/push Claustrophobia Stopping halfway (must press button continuously) Finger/clothing traps	Adult supervision Necessary use only Obey staff/teacher instructions Read notices
Heritage Gallery	Uneven flooring Open space Low lighting Other visitors Overcrowding in areas Low level plinths Use of pencil/crayon High wooden tables	Choking hazard Trip/fall/push Sharp points on plinth Reduced visibility Bumping into tables Touching fragile artefacts	Limited numbers Adult Supervision No running Suitable clothing/footwear Instruction by staff/teacher Ensure safe distance from artefacts
Bailey Gallery	Small gallery space High wooden tables Use of pencil/crayon Uneven flooring	Choking hazard Trip/fall/push Bumping into tables	Limited numbers Adult Supervision No running Suitable clothing Instruction from staff/teacher
Education Room	Use of sewing kits Use of sewing machines Small handling objects Use of replica objects Craft materials/Scissors Pencils/paint/pens	Injury with small needles Trapping in machine mechanism Choking hazards Sharp edged instruments	Close adult supervision Limited numbers Suitable clothing Clear instruction Safety wear if necessary (e.g goggles, aprons, gloves)
Shop/stairs	Staircase Free standing display	Trip/push/falls Sharp edges Rotating display units	Adult supervision No running Clear instruction

**Please note:**

- Activities at the Quilt Museum and Gallery have been designed with full consideration of the risks involved and the abilities of the group visiting. All activity spaces are maintained as safe spaces for schools and groups to visit.
- All electrical equipment is regularly checked and PAT tested.
- All materials used in the design of the Museum are safe for visitor contact e.g. paint finishes.
- Quilts displayed in the gallery are sensitive to light. In order to preserve them, we must maintain a low level of lighting in certain areas, mainly the heritage gallery. Please be aware of the safety implications of reduced visibility. We control this risk with careful supervision and instruction.

If you have any questions or concerns please contact the Education Officer on:

01904 613242 or email

[education@quiltmuseum.org.uk](mailto:education@quiltmuseum.org.uk)

We look forward to welcoming your group.