

HAZARD IDENTIFICATION SHEET

Please use this *Hazard Identification Sheet* and our *Guidelines for a Successful Visit* to help you prepare your school for a visit to Doncaster Museum & Art Gallery

Please note: This is not a Risk Assessment. Teachers should follow the DfES guidelines, read our site guidelines provided and write their own risk assessment.

Area	Hazard	Action
Car Park	<p>Slips, trips and falls while mounting/dismounting the coach</p> <p>Adverse weather conditions</p> <p>Members of the public may be present</p> <p>Slow moving traffic in car park</p>	<p>Brief pupils regarding health and safety and appropriate clothing and behaviour (e.g. no running)</p> <p>Close adult supervision* while mounting/dismounting coach and crossing car park</p> <p>Pupils to walk slowly in pairs under close adult supervision</p> <p>Person trained in first aid to be present</p>
In the Museum	<p>Slips, trips, falls especially on the staircase</p> <p>Trapped fingers in doors</p> <p>Personal injury on hard parts of exhibition/museum</p>	<p>Pupils to be briefed regarding health and safety and appropriate behaviour</p> <p>Pupils to walk slowly in pairs</p> <p>Pupils not to go to the toilets or wander around the gallery alone</p> <p>Close adult supervision</p>
In the Museum Garden	<p>Adverse weather conditions</p> <p>Members of public may be present</p> <p>Allergic reaction to insect stings/bites/ingestion of poisonous plants</p>	<p>Brief pupils regarding health and safety and appropriate clothing and behaviour (e.g. no running)</p> <p>Close adult supervision</p> <p>Person trained in first aid to be present</p>

**Ratio required:*

Key Stage 1: 1 adult to every 6 children

Key Stage 2 and above: 1 adult to every 10 children