



National Museum of Flight

Risk Assessment Guidance for Schools and Uniformed Organisations

These notes are provided to help educators and group leaders complete their general risk assessment.

It is strongly recommended that all educators and group leaders visit the museum and carry out their own risk assessment before bringing a group here. This document is designed to help educators and group leaders carry out their own risk assessment and should not act as a replacement for a proper assessment.

We ask that pupils visiting in school groups are accompanied at all times during their visit at a ratio of:

1 adult: 5 pupils (under the age of 5)

1 adult: 10 pupils (primary school pupils)

1 adult: 15 pupils (secondary school pupils)

Where pupils require support on a 1:1 ratio, this adult should be included over and above these ratios.

It is essential that all members of your group understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group

Hazards, risks and controls in place or recommended

Hazard and risk: uneven ground and flooring – risk of tripping and accidental injury

Controls in place:

- Areas of higher risk have been barriered and/or marked with hazard tape as appropriate

Controls recommended:

- Learners should walk, and not run, anywhere on the site
- Fences and barriers should not be climbed or crossed
- Care should be taken when walking on paths/road and grass and any loose gravel.
- Much of the site is outdoors, so there are uneven roads/paths and uneven grass, and care should always be taken.

Hazard and risk: large exhibits e.g., aircraft – risk of climbing and falling, banging heads on low wings etc.

Controls in place:

- Safety barriers in place

Controls recommended:

- Adult supervision where there is direct access e.g., Comet and Jetstream
- Briefing students before they enter spaces to be careful

Hazard and risk: vehicles – risk of being hit by a vehicle

Controls in place:

- 10mph speed limit on site

Controls recommended:

- Visitors should take the same precautions crossing any road on site as they would in a public place
- If walking on roads in “convoy” an adult marshal should lead and another follow up the rear to ensure children do not wander.
- Visitors should walk at edge of road to keep out of direct traffic routes. Use marked path in front of main car parking area along grass.
- Group leaders should be aware that the site is used by buses.

Hazard and risk: deep water in Emergency Water Supply Tank – risk of falling and drowning

Controls in place:

- The area is fenced and the gate locked at all times and warning signage is in place
- Lifebelt is also in place.

Hazard and Risk – use of stairs

- Controls in place – Handrails, marked nosings.
- Controls recommended:
- Various aircraft exhibits have stairs, sometimes made of metal. Care should be taken at all times when ascending and descending stairs. Children should always hold onto the handrail.

Hazard and risk – Use of Interactives

- Controls in place – All interactives are designed to be safe if used in an appropriate manner. Visitors are excluded from moving parts etc for safety purposes.
- Controls recommended - when using interactives children should be supervised to ensure they are used in an appropriate fashion and what they were designed for. Do not allow throwing of loose objects like blocks etc, do not throw paper planes at another person and stay behind the launcher when in use. Appropriate numbers of children should use an interactive at any given time (most are 1 to 1) so do not allow several children to sit in a single aircraft seat for example.

Hazard and risk – Use of Assault course - falling from equipment

- Controls in place – wide fall areas filled with cushioning bark are employed to break falls if they occur.
- Controls recommended - ensure that children are always supervised. Ensure equipment is used appropriately, especially the zip wire.
- Hazard and risk – Slips, trips and falls
- Controls in place – floors to be kept clear and no unsecured trailing wires
- Controls recommended – young people's coats and bags should be stored

Hazard and risk – Toxic substances

- Controls in place - Supplies only sourced from educational suppliers, any hazardous only used with appropriately aged learners and handling objects regularly and thoroughly checked.

Hazard and risk – Choking on small parts

- Controls in place – any small objects only used with appropriately aged learners and handling objects regularly and thoroughly checked.

Hazard and risk – Sharps

- Controls in place - scissors only used with appropriately aged learners and handling objects regularly and thoroughly checked.

Hazard and risk – Striking with flying models such as paper aeroplanes.

- Controls in place - flying models only made from soft and light materials such as paper and foam, models flown into an area clear of people.
- Controls recommended – young people should not be allowed to fly their models anywhere but in the designated flying areas.
- Hazard and risk – Passing on of viral or bacterial infection through, e.g., dirty hands etc.
- Controls in place - hand sanitiser always available, toilets with soap and water always available to wash, especially before eating.
- Controls recommended – group leaders to determine if child is fit enough to come to the Museum prior to departure.
- Note – First aiders are always on site and we also have a fully automatic defibrillator.