



BENTLEY PRIORY MUSEUM

www.bentleypriorymuseum.org.uk

Risk Assessment

Detailed below are potential risk factors which are specific to this site. Naturally, everyday hazards, i.e. slipping, tripping and small injuries such as cuts or bruises, can occur in any environment.

All groups of students must be supervised by their group leader when on site. We recommend a minimum adult to student ratio of 1:5 for FS/KS1, and 1:10 for KS2, KS3, KS4 and KS5.

Location	Potential Risk Factors	Persons at risk	Measures taken/to be taken
Exterior Front:	<p><u>Site Traffic:</u> Bentley Priory Museum is located within a gated, residential site. Other Museum visitors, residents and delivery vehicles may be driving on site. There is a short walk from the car park to the Museum which is only supported partially by a path.</p>	Visitors	<ul style="list-style-type: none"> • The site has a secured entrance gate and perimeter fence. • Coaches can drop off and collect groups from directly outside the Museum. • The site speed limit is 20mph. • Schools staff are to ensure students are well supervised. •
Interior Learning Centre:	<p><u>Temporary Exhibitions:</u> When unable to eat at the picnic area, school groups eat in the Temporary Exhibition space. This can sometimes be occupied with temporary exhibitions.</p>	Visitors	<ul style="list-style-type: none"> • Museum staff will warn the group of any potential hazards caused by existing exhibitions. • Please ensure all rubbish is removed after lunch to remove trip hazards. Bin bags will be provided.
	<p><u>School Workshops:</u> The Museum's Handling Collection contains some small items.</p>	Visitors	<ul style="list-style-type: none"> • The items in the collection are explored together as a group, under supervision from Museum staff. Small items are kept in small plastic packaging to avoid damage and risk of swallowing.
Interior Museum:	<p><u>Stairs and steps:</u> There is one flight of stairs between the Museum and the Learning Centre, Toilets and Café. There are two steps leading from the Entrance Hall into the main Museum which can sometimes cause a trip hazard. There is a large staircase ("Grand Staircase") in the Museum which</p>	Visitors	<ul style="list-style-type: none"> • There is a handrail on the main staircase and the "Grand Staircase". • There is a lift for visitors to use between floors. • There is step-free access for wheelchair users. • School staff are to supervise students if using the "Grand Staircase"

	leads to a landing. This is partially carpeted, so there is a potential trip hazard at the sides.		
	<u>Battle of Britain Lace Panel:</u> The Battle of Britain Lace is framed in a large 4 metre with one glass panel over it.	Visitors	<ul style="list-style-type: none"> • The Lace was reframed in 2014 with toughened safety glass. • School staff are to ensure that students do not run at the front of the panel or down the stairs opposite it.
	<u>Windows and doors:</u> Due to the features of the property, there are large, floor to ceiling windows in most of the rooms of the Museum. Also due to the features of the property, the doors between rooms are heavier than standard doors.	Visitors	<ul style="list-style-type: none"> • The whole property, including windows, has been renovated to modern building standards. The doors in the Museum will be secured open with a magnetic door holder. • Running is not permitted anywhere in the museum building.
Exterior Back:	<u>Balcony outside the Ballroom:</u> There is a fall hazard and risk of climbing through the barrier.	Visitors	<ul style="list-style-type: none"> • School staff must supervise students on the balcony.
	<u>Picnic area:</u> The walk to the picnic area is about 2 minutes from the Museum. There may be vehicles driving on the road beside the path. There is a water overflow at the back of the picnic area.	Visitors	<ul style="list-style-type: none"> • School staff must supervise students when walking to, and at, the picnic area. • There is a path to walk along to the picnic area. • The site speed limit is 20mph. • There is a fence around the picnic area to prevent access to the water overflow.
	<u>Gardens:</u> Steps in the garden may become slippery in bad weather. The gardens are full of a variety of plants and shrubs, some of which may be prickly or poisonous. Occasionally there are vehicles driving around the back of the property. There is a potential fall risk behind the fountain and flag pole to the South Lawn below.	Visitors	<ul style="list-style-type: none"> • School staff must supervise students in the garden at all times. • The site speed limit is 20mph. • Running in non-designated areas may result in injury. It is advised that students are not allowed to run outside of designated recreation areas.
	<u>Fountain:</u> There is a working fountain in the garden which will always have water in.	Visitors	<ul style="list-style-type: none"> • Students must not go into the fountain.

Disclaimer: Bentley Priory Museum will not be liable for any injuries caused through misuse of the site or individual negligence.

School staff are responsible for the behaviour of schoolchildren at all times.