



HASTINGS FISHERMEN'S MUSEUM

Rock-A-Nore Road, Old Town, Hastings, East Sussex, TN34 3DW

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RISK ASSESSMENT

NAME OF SCHOOL/GROUP: _____ ADDRESS & PHONE No. _____

LEAD TEACHER/RISK ASSESSOR: _____ DATE: _____ No. IN PARTY: (Students) _____ (Adults _____)

1.Group Visits

To avoid disappointment and to help the Fishermen's Museum maintain our Health and Safety Policy we would ask that all groups pre-book before visiting. You can contact us using one of the above methods. Access to the Museum is free, however, a donation from your school would be warmly appreciated. Our opening times are:

April –October: 11am – 5pm

November – March: 11am – 4pm

We are open 7 days a week all year (except Christmas day)

You can organise your group visit or you can request in advance an education pack or book a group guided talk. If you require a guided talk then the museum asks for a donation of £30. We can open at 10:30am for a £40 donation.

Parking

Coaches should drop off and pick up at the designated points along the seafront by the Boating Lake and The Cutter public house. Coaches are able to park at the Falaise Hall coach park. There is Pay & Display car park at the end of Rock-A-Nore Road, this is NOT suitable for coaches and large mini buses.

Access

There is one point of access into the Fishermen's Museum, which is all at ground level, visitors are asked to explore the museum in a clockwise direction. There is one ramp located within the museum and this is at the bow of the boat to aid access for wheelchair/mobility scooter users. However for some visitors it can be a little steep – if this is the case it is possible to turn around and view all exhibits in the museum in an anti-clockwise direction.

There are **NO** public toilets or eating facilities within the museum.

Location of Possible Hazards	Possible Hazards Identified by Museum	Existing Control Measures	Further Action by your School/Organisation
<p>Main Entrance</p>	<ul style="list-style-type: none"> • Slips, trips, falls • Proximity to busy road • Child becomes lost/separated from group 	<ul style="list-style-type: none"> • Main entrance floor mat is securely laid & regularly checked by staff. • All visitor areas are located at ground floor level. • All children/students to be accompanied by adults/staff at all times and in the correct pupil/staff ratios • All visitors must proceed in an orderly fashion whilst visiting the Museum. • Museum Lost Child Procedures in place 	
<p>Galleries</p> <ul style="list-style-type: none"> • Seating areas • “Enterprise” Staircase • Display Objects • Display Cases 	<ul style="list-style-type: none"> • Slips, trips, falls • Collision, trips • Slips, trips, falls • Personal injury, damage to object • Glass display cases – Personal injury: caused by edges, falling against cases & damage to object 	<ul style="list-style-type: none"> • Visitors directed clockwise around the museum. • Walking conditions marked as slippery/hazardous when appropriate. • Pews and all seating is positioned against the walls in both galleries – if cushioning falls off the pews in the main gallery, it is expected that the adults accompanying the children/students ensure they are replaced to avoid any further hazards. • Handrail on both sides of staircase. • Edge of staircase steps clearly defined. • Hazard signage clearly visible. • Maximum number of visitors allowed at one time on board the “Enterprise” is seven unless having a talk • All children <i>MUST</i> be accompanied by at least one adult on board the “Enterprise”. 	

	<ul style="list-style-type: none"> • Child becomes lost/separated from group 	<ul style="list-style-type: none"> • Clear signage – visitors are not permitted to touch items on display. • No running is permitted in the museum. • Shatter-proof or laminated glass used in display cases • Clear signage-not permitted to touch/lean/stand on the glass. • No running permitted in the museum. • Museum safe-guarding procedures. • Visitors directed clockwise around the Museum. • Group leaders expect to supervise students at all time and head count regularly and have lost child procedure in place. 	
All Museum Areas	<ul style="list-style-type: none"> • Fire/other emergency situations • First Aid 	<ul style="list-style-type: none"> • Emergency exits clearly marked & illuminated. • Museum emergency & evacuation Procedures in place and practiced. • School/Organisation must have a Qualified First Aider accompanying the group. 	

Any other aspect of risk which has not been covered by the above for your group or visit
