



DISCOVERING42 CIC

Old Station Yard, Berrycoombe Road, Bodmin, PL312NR

School Visit Risk Assessment

The school retains responsibility for pupil supervision, behaviour, headcounts, personal care and medication. The school sets appropriate adult-to-pupil ratios for age, needs and activities; museum staff do not replace accompanying adults. Children must remain supervised throughout, including lunch, toilet visits and group transitions.

Discovering42 is responsible for safe premises, exhibits and activities it delivers.

Agree numbers, ages, access and sensory needs, relevant medical information and the programme before arrival. Visits usually last 2–4 hours. For groups over 40 children, arrangements for supervised rotations, subject to safe room capacities and staffing.

Arrival briefing will cover safe exhibit use, no running or climbing, small parts, strobe lighting, strong magnets, toilets, first aid, exits and the assembly point.



ARRIVAL AND SUPERVISION

Hazard	Before controls		Control measures and responsibility	Adjusted after controls		
	Likelihood	Severity		Likelihood	Severity	Risk
Arrival and departure	3	3	9 High Agree a safe coach drop-off, collection point and pedestrian route with the school. Do not assume the road or opposite car park is a safe unloading area. Adults lead and follow the group, supervise road crossings and count pupils before and after transfers. Keep the group away from moving vehicles and the entrance clear. Staff to supervise students during visit and and everyone briefed on being careful with exhibits and not purposefully misusing them. Highlight fire safety and first aid stations. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Slips trips and falls	3	2	6 High Brief pupils to walk and leave space around exhibits. Check floors, thresholds and routes before arrival and during use. Keep bags in an agreed storage area. Retrieve dropped balls and marbles promptly. Clean spills immediately and restrict access until dry. Prohibit running indoors. Responsible: School lead and Discovering42 lead	1	2	2 Low
Separation and public access	3	3	9 High Agree group boundaries and named supervising adults. Count pupils on arrival, during each transition and before departure. School adults manage toilet visits and personal care. Maintain supervision where other visitors are present. If a pupil is missing, alert the Discovering42 lead immediately; keep the remaining group supervised, coordinate a safe search and escalate promptly to police if there is immediate danger or the child cannot be located. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Crowding and restricted areas	3	2	6 High Stagger groups and assign adult-led rotations. Keep exits and walkways clear. Prevent access to stores, kitchen work areas and workshops. Responsible: School lead and Discovering42 lead	1	2	2 Low



EXHIBIT HAZARDS

Hazard	Before controls			Control measures and responsibility	Adjusted after controls		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Moving parts and crush injuries	3	3	9 High	Inspect gears, chains, pivots, pulleys, pendulums and pneumatic mechanisms before opening. Guard dangerous trapping points; secure exhibits and prevent climbing. Keep hands, hair, clothing and lanyards clear of mechanisms. Stop and isolate any damaged or unguarded exhibit. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Fans suction and projectiles	3	3	9 High	Secure guards over accessible fan blades and hazardous intakes; check fixings and guards before use. Keep hair and loose clothing away from suction openings. Use only the intended lightweight balls or projectiles and keep launch paths clear of faces. Do not allow other objects into fans, tubes or launchers. Isolate power before clearing jams or servicing. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Strong magnets and small parts	3	3	9 High	Secure high-powered magnets and check fixings daily. Prevent access to loose strong magnets and button batteries. Use age-appropriate parts and closer supervision for children who mouth objects. Do not allow marbles or other parts in mouths. Identify magnet locations at briefing; agree precautions for implanted medical devices using device-specific advice. Suspected magnet or battery ingestion requires urgent emergency medical assessment. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Sharp edges and unstable exhibits	3	2	6 High	Inspect exposed edges, reused materials, fixings, mirrors and surfaces for splinters, sharp points or damage. Smooth or cover edges and make damaged items inaccessible until repaired. Secure tall or heavy exhibits against tipping. Visitors must not move exhibits. Only authorised staff move items using suitable handling methods and protection. Responsible: Discovering42 lead	1	2	2 Low



EXHIBIT HAZARDS

Hazard	Before controls			Control measures and responsibility	Adjusted after controls		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Bright lights strobes and noise	3	3	9 High	Tell schools before booking about strobe effects, bright lights and sudden or loud sounds. Agree adaptations in advance: switch effects off where possible, provide an alternative route or activity and a quieter break area. Avoid direct glare. Do not rely on a warning sign alone where pupils cannot understand or avoid the effect. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Dripping water exhibit	2	2	4 Medium	Check the toilet bowl, catchment and any reservoir for leaks, overflow and access. Contain splashes and dry spills promptly. Keep the exhibit and water system clean; renew or treat recirculated water under a suitable maintenance plan. Prevent drinking or unintended water contact. Keep electrical parts protected. Responsible: Discovering42 lead	1	2	2 Low
Electrical shock and burns	3	3	9 High	Check plugs, cables, enclosures and controls before use; remove damaged equipment from service. Arrange competent inspection and testing according to equipment type, use and condition, including after relevant repairs. Keep mains parts inaccessible and away from water. Use suitable protected extra-low-voltage supplies for pupil circuits; restrict batteries and power sources to approved equipment. Staff isolate equipment before repairs. Responsible: Discovering42 lead	1	3	3 Medium
Substances and infection	3	2	6 High	Keep cleaning chemicals and hazardous materials secured away from pupils. Use suitable products with COSHH controls where needed. Clean shared touch points and exhibits according to the cleaning schedule. Provide handwashing with soap and water before eating and after toilet use or dirty activities. Manage bodily-fluid spills safely and ventilate occupied rooms. Apply current public-health advice if an outbreak affects a visit. Responsible: School lead and Discovering42 lead	1	2	2 Low



EMERGENCIES AND INDIVIDUAL NEEDS

Hazard	Before controls			Control measures and responsibility	Adjusted after controls		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Fire and evacuation	3	3	9 High	Follow the current site fire risk assessment and emergency plan. Check exits are available and routes clear before admission. Brief adults on alarms, routes and the assembly point. Agree individual assistance and staff cover before arrival. On alarm, evacuate promptly by a safe route without collecting belongings. School staff account for pupils and report anyone missing to the museum lead; nobody re-enters until authorised. Discovering42 responsible for calling 999. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Medical emergency and first aid	2	3	6 High	The school brings accessible prescribed medication and supplies relevant care plans to those who need them. Call 999 for a serious emergency and keep other pupils supervised. Record accidents and near misses and review controls after any incident. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Food allergies and hot drinks	2	3	6 High	Agree food arrangements and allergies before the visit. For food or drinks supplied by the venue, check current ingredient labels and allergen information each time; manage cross-contact and do not assume plant-based products are allergen-free. School adults supervise packed lunches and discourage food sharing. Keep pupils out of service areas and hot drinks away from exhibit routes and table edges. Responsible: School lead and Discovering42 lead	1	3	3 Medium
Accessibility and individual support	2	3	6 High	Agree reasonable adjustments for mobility, communication, sensory and learning needs before the visit. Check usable routes, toilets and seating and provide an accessible alternative where needed. Agree adult support, rest breaks and a way to communicate distress. Include medical and evacuation needs in planning. Responsible: School lead and Discovering42 lead	1	3	3 Medium

Risk score = Likelihood × Severity