

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM Museum	Ref. No.	We'll Meet Again
Activity Description:	We'll Meet Again Spring 2026		
Who is at Harm:	Steam employees, pupils, teachers.		
Name(s) of Assessor(s):	Gwen Pontefract/ Sara Stone		
Responsible Manager:	Helen Cook	Department:	Learning & Engagement Team
Assessment Date:	15.03.23.SS	Review Date:	03.01.24. SS. 22.05.24.SS. 30.10.24.SS. 17.01.25.SS. 17.02.25.SS. 19.03.25.SS. 23.10.25.SS

This Risk Assessment relates to the 'We'll Meet Again' event for schools at STEAM 2026. It is to be used in conjunction with the Safe Systems of Work and other Museum RAs.

Hazard & Description (Potential Consequences)	Control Measures (Existing Control Measures or Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
<u>Measures to ensure the safeguarding of pupils, visiting adults and Steam staff.</u> Hazard: Children and adults being exposed to safeguarding risks.	Guidance and risk assessments will be sent to the school by the Learning and Engagement Officers prior to the 'We'll Meet Again' event. All Formal Learning Officers (FLOs) working at STEAM are DBS checked. If any adult sees another adult (or child) behaving in an inappropriate manner towards a child they should report it directly to the class teacher or the Learning and Engagement Team who can relay the information back to the class teacher.	2	4	8	If a child makes a disclosure of abuse, report what has been said to the class teacher and Learning and Engagement team. Don't promise to keep anything the child says a secret. No member of STEAM staff or STEAM volunteers will be with a child on their own. (For example, never take a child to the toilets on your own). All STEAM staff and volunteers are given Safeguarding Training and required to read the Museum Safeguarding Policy.	1	4	4	Learning and Engagement Officers STEAM staff, FLOs and volunteers

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<u>Measures to reduce the risks of slips, trips and falls.</u> Hazard: Adults and children falling over or bumping into things.	Children and adults to be reminded, during the safety talk by the WMA volunteer on arrival at the Museum, that there is no running in the Museum due to potentially slippery floors and dangers such as the drop between the platform and the locomotives. There are also delicate and precious exhibits that need to be treated with respect.	2	3	6	Members of the Learning Team and visiting adults to inform the Visitor Experience team of any potential trip or slip hazards (e.g. trailing leads or water on the floor) so that they can be removed. FLOs will warn teachers and pupils about the dark conditions in the air raid shelter so that they are careful when moving around in there. Steps to Caerphilly secured with rope and volunteer and FLO to ensure that pupils hold on to the handrail when climbing up and down the steps. Children asked by volunteers to keep to the left on the stairs to the lunch room.	1	3	3	Learning and Engagement Officers STEAM staff, FLOs and volunteers
<u>Measures to control the number of people gathering in a confined space.</u> Hazard: Too many people in a confined space at any given point in time.	The maximum number of pupils participating in each 'We'll Meet Again' session should be 34. The Museum adult :pupil ratio should be adhered to. This is 1:6 for KS1, 1:10 for KS2 and 1:12 for KS3. The maximum number of pupils in the museum for 'We'll Meet Again' will be 136 (4 classes of 34). The L & E Officers will liaise with the events team to ensure that a large, well ventilated lunch space is available for the pupils to use. Schools will wait outside the museum until a member of the VEA Team or a volunteer brings them in to avoid congestion in the entrance space. If a school arrives a little early the volunteer will take them in to the main museum to make room for other schools to come in for their safety briefing.	2	3	6	The school will be able to bring additional support adults. L & E Officers to check when the school books how many pupils and additional adults will be attending. If it is too many they will suggest that an additional WMA space is booked. Members of the Visitor Experience Team will check the actual number of pupils and adults present on arrival. Learning and Engagement Officers will liaise with the Events team so that they are aware of the 'We'll Meet Again' event ensuring that clashes with other large events can be avoided.	1	3	3	L & E Officers Visitor Experience Team L & E Officers and Events Team. VE team and volunteers

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	Pupils to be encouraged to dress themselves or to have assistance from visiting school staff. Only 10 to 15 minutes will be spent in the Evacuation carriage and the Air Raid shelter as they are confined spaces.				Volunteers may stay outside the Air Raid shelter and Evacuation carriage if they feel that the space is too confined.				FLOs and volunteers
Guidance Principle: Good Hygiene Measures - Cleaning, Handwashing & Hygiene Measures during work activities. Hazard: Potential transmission of viruses between employees and/or others through poor cleaning, handwashing and hygiene measures during work activities.	Teachers to ensure that the pupils wash their hands regularly whilst at the Museum. If a pupil or adult from a school group becomes ill with suspected symptoms of a virus, the teacher must inform a member of the VE Team who will contact the L & E Officer. The ill person must be kept away from other visitors until they can go home or the group returns to school. FLOs and volunteers to wash hands regularly whilst at the museum. If the FLO or volunteer is displaying symptoms of a virus, or is generally unwell, they will not come to the museum. Ventilation: open windows and doors where possible. On arrival at the museum pupils and teachers will place lunches and coats in a trolley to be taken up to the lunchroom. The only things carried around the museum should be medical items which may be required and items that form part of costume.	2	3	6	The STEAM member of staff cleaning after a known or suspected case of a viral/bacterial infection will wear the appropriate PPE equipment (gloves and mask). FLOs and volunteers are advised to keep up to date with vaccinations. Costumes will be dry cleaned or washed regularly. Cleaning spray will be available for wiping down resources and mats if needed. Lunchroom/ lunch area by Caerphilly to be cleaned after each school visit.	1	3	3	FLOs, L & E Officer, volunteers and VE Team L & E Officers VE Team

<u>Museum safety procedures</u> Hazard: Fire Terror alert Unknown adult visitors Lost child	• School to be informed about emergency procedures and alarms on arrival at the museum.	1	3	3	• FLO/ Volunteer/VEA to show teachers and pupils where the fire exits are.	1	2	2	FLO & VE Team
<u>Accident & Emergency situations, e.g. the delivery of First Aid</u> Hazard: Potential transmission of a virus between employees and/or others coming into contact with employees in the museum such as pupils, teachers and other adults.	If a pupil or adult visiting the Museum requires first aid the FLO or volunteer is to ask for a member of the STEAM team who is a trained first aider to deal with the situation appropriately. This includes accidents involving bodily fluids, e.g. a child being sick. If the FLO or volunteer is injured on the STEAM premises they should seek help from a member of the STEAM team who is a trained first aider.	2	3	6	First Aider to wear the appropriate PPE.	1	3	3	FLO or volunteer
<u>Manual Handling</u> Hazard: Risk of injury to FLO from lifting boxes of handling objects and costumes. Risk of injury to FLO, pupils, teacher or other adults from mishandling of	Class teacher to supervise the children whilst they are handling the objects as pupils remain the responsibility of the class teacher at all times. Artefacts individually assessed during selection for handling by the Lifelong Learning Team. FLO to follow the RA and SSOW for Handling Objects with School Pupils and for Manual Handling.	2	2	4	Manual handling training for FLOs. Resources spread out between enough boxes to ensure that no boxes are too heavy to be carried easily. FLO to give verbal reminder of expected behaviour during the session. FLO to explain the Handling Rules. (Handle the objects with care keeping them over the mats and do not pass them over another pupil's head). FLO to conduct a visual inspection of artefacts before the session.	1	2	2	L & E Officers L & E Officers FLO

the handling objects, breakages or sharp edges.	FLO to use folding trolley to take resource boxes to the teaching area. FLO to ensure that they are capable of the task and ask for assistance if necessary. Only the FLOs will demonstrate the air raid siren and they will be trained on how to do so safely. A sign saying 'Do not use' must be put on the siren. They will warn people of how loud it is so that they can cover their ears. The FLOs can wear ear plugs if they wish.				FLO to report items that have acquired sharp edges due to damage or wear and tear. Training for FLOs.			
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	Likelihood				
Consequence/Severity	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk