

**THE PEEL MUSEUM**  
**at Middleton Hall**

**SCHOOL RISK ASSESSMENT INFORMATION**

The following measures have been put in place to ensure you have a safe and enjoyable visit. However, students remain the ultimate responsibility of the accompanying staff/ adults and should be supervised at all times.

Please note that the Peel Museum is situated on the first floor at Middleton Hall, a listed building, to which there is NO ACCESS for wheelchair users. Persons with a disability may also find difficulty in negotiating two flights of stairs.

Insurance	The Museum holds public liability insurance to the value of £5 million
Health & safety	The Museum complies with all relevant health and safety laws We have a written health and safety policy Accident and emergency procedures exist, with written records Evacuation procedures are in place and guides are trained in their use
Staffing	The Museum has a policy of recruitment, training, assessment and monitoring to ensure that staff/guides are competent to undertake their duties.
Welfare	<b>Group organisers, <u>not</u> staff/members or guides from either the Peel Society or Middleton Hall, are responsible for the supervision and welfare of their students at all times during their visit.</b>

**Arrival**

Potential hazard	Persons at risk	Existing controls	Further action to reduce risk
General	Students	Teachers, lecturers or accompanying adults are responsible for the care of students at all times	Museum staff and guides are facilitators only. Teachers and adults are to be made aware of this fact
Car park	Students & staff	Private car park. Drop off close to entrance with no public roads to cross. Space for groups to assemble. Met by guide.	Head counts. Designated group leaders. Age-appropriate group sizes with clear instructions to stay with group leader.
Water (moat along 2 sides of the Hall)	Students & staff	Footpath alongside, but 4 metres away from, moat. Footbridge with sturdy sides 1m10cm high to cross into building. Lifebelts and rescue lines adjacent.	Warn students to stay on pathways and in groups.
Trip & slip (Paving, shale, steps, kerbs).	All	Hazards marked as appropriate. Staff must warn students not to run or fool around. Much of the floor is carpeted.	Wear suitable footwear. High heels are not advisable.

Lost persons	Students	The Museum itself occupies only one room. Middleton Hall has a number of rooms, mostly leading off from a large central hall.	Conduct regular head counts. Instruct students not to enter rooms alone, or leave the main building.
Fainting, illness, injury	All	First aid boxes at key locations. Nominated person to remain with casualty.	Normal checks that food has been eaten before visit. Snack stop? Cafe in adjacent Courtyard shops area.
Vehicles on site	All	No vehicles are normally allowed past the main car park. Any service vehicle drivers are instructed to drive very slowly and use their horn.	Contractors' vehicles VERY infrequently enter the central courtyard. Warn the group leaders to be vigilant.
Inside the building. (This is a very old building not built to modern safety standards)	All	Museum staff and guides are familiar with most hazards, which will be pointed out to visitors as necessary.	Encourage students to be vigilant and careful when on site.
Handling of museum objects	Students	All breakable/valuable items are in display cases. Police related items which students may be allowed to handle are used under close supervision..	Encourage students to be sensible.