

HACK GREEN **SECRET** NUCLEAR BUNKER

SCHOOL VISIT RISK ASSESSMENT INFORMATION

In order to completely assess the possible risks specific to your group we advise that all schools complete their own site specific risk assessment prior to visiting. The following information is a guide to help in assessing the possible risks at the bunker.

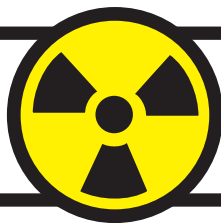
Students attending the day should:

- *Wear suitable clothing for exploring an open air and underground site*
- *Wear suitable footwear*

The following measures have been put in place to ensure you have a safe and enjoyable visit.

However, pupils remain the ultimate responsibility of the accompanying teachers and must be supervised at all times.

Insurance	The Museum has public liability insurance of £5,000,000
Health & Safety	The Museum complies with all relevant national health & safety laws
	Accident and emergency procedures exist. Records of accidents are maintained and are available for inspection
	We have a written Health & Safety Policy, available for inspection
Staffing	The Museum has a policy of recruitment, training, assessment and monitoring to ensure that staff are competent to undertake their duties
	The Group Organisers, not the Museum Staff, are responsible for the supervision and welfare of their students at all times during their visit



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POTENTIAL HAZARD	PERSON/S AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED TO REDUCE RISK
General	Students	Teachers, lecturers or accompanying adults are responsible for the care of students at all times	Museum Staff are facilitators only. School Staff/ accompanying adults are to be made aware of their responsibilities.
Car Park	Students & Staff	Private car park. Coach drop off point by entrance. No public roads to cross. Space for groups to disembark and gather.	Head counts by group organiser/s. Groups of up to 25 students. Clear instructions to stay with group organiser/s.
Trip and Slip (Steps, ramp)	Students & Staff	Group organiser/s must instruct students not to run or engage in running and horseplay during visit.	Stay in designated visitor areas. Wear suitable footwear and clothing e.g. trainers or walking shoes – avoid heels.
Lost Persons	Students	Group organiser/s must remain with group at all times. Clearly marked route. Tour is circular.	Conduct head counts regularly. Instruct students to stay with group. Stay in pairs and never wander off alone. Suggested meeting point is the canteen (entrance point).
Fainting, Illness and Injury	Students & Staff	Trained first aiders on site. First aid box in canteen. Group organiser/s or nominated person to remain with sick or injured student.	Instruct students to eat breakfast to avoid faintness. Allow for a snack stop. Alert Museum Staff if you have any concerns about medical conditions of members of your party e.g. diabetes.
Handling Museum interactive equipment	Students	Breakages/sharp edges/ trapped fingers/injuries due to falling/dropped objects	Introductory talk by group organiser/s instructing students on safe handling procedures. All objects used in the Museum are selected for their suitability for handling by students and are regularly maintained.