Heritage Services – Roman Baths Clore Learning Centre September 2023

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| What are the hazards | Who might be harmed and how? | What are you already doing? | What further action is necessary | Action by whom? | Action by when? | Date completed/Outcome |
| General | Students | Teachers and accompanying adults responsible for the care of the students at all times. | None |  |  |  |
| Personal safety | Students | Where appropriate, Council staff have been checked through DBS. Staffing protocols mean that Council staff will not work alone with young people.  Workshop leaders carry a radio. | None |  |  |  |
| People being unable to find their way to places of safety | Students, adults and staff | Emergency evaluation signage and general directional signage is displayed in all areas. | None |  |  |  |
| 1. Uneven floor surfaces 2. Stairs and steps 3. Ramps | Students may slip or trip | 1. Floor surfaces are made of a variety of material (concrete, metal, wood) 2. Some stairways are narrow and curved. Staff give warning before use and lead the way. Handrails provided. Appropriate coloured edging to steps. 3. Ramp provides step-free access to teaching spaces. Slight gradient. Visitors warned on entry – good lighting   Movement in all areas supervised by workshop leader/appropriate adults. Warnings given when entering a new area. | None |  |  |  |
| Doors, cupboards, windows and storage areas | Students, adults and staff | Doors are of conventional design. Hinges covered.  Some cupboards are concealed. They are only used by museum staff.  Secondary glazing in Sulis learning space opens across walkway used by children. It will be open when the room is not being used by children.  Drawers under seating in Sulis only to be used by adults and closed when children are in the classroom.  Cloakroom has meal gates. They will be opened before children arrive and closed by adults. Children will be supervised when using. | None |  |  |  |
| Teaching spaces  1.Nature of classroom equipment  2.Nature of Investigation Zone equipment  3.Walkway edge  4.Corridor from Investigation Zone to Gym | Students, staff and adults | 1.Equipment is conventional school equipment with which people are likely to be familiar and so presents an insignificant risk.  1. Objects selected for robust construction and replicas of more delicate objects used for handling to minimise risk to collection. Staff trained in object handling. Objects handled over matting.  2.Digging Deep – robust cover when not in use. Well defined edge of trench. Small depth to fall particularly as it will be filled with excavation material simulating an excavation.  2.Wooden interactives packed and unpacked by staff.  2.Archways – with potential to hit head  3.Deep walkway edges barriered. No unguarded drops deeper than 300mm  3.Floor surfaces in a variety of materials.  4.Door lock plate at vulnerable height for children. | None  Handrails in place and signage  Good lighting in place  Children supervised at all times. |  |  |  |
| Kitchen areas within classrooms  1.Water spillage  2.Kettle | Students, adults, staff | 1.wiping up closes and cleaning materials provided for teachers.  2.Kettles used by adults. | None |  |  |  |
| Gymnasium and Laconicum  Uneven floors and ramps | Students, adults and staff including general museum visitors | Floors in limecrete, Roman paving and metal. Roman paving preserved within pavement is uneven. General visitors warned when entering Great Bath area and school visitors warned by staff. | None |  |  |  |