

1. It is strongly recommended that all teachers make a pre-visit in order to enable them to fully understand any hazards and complete their Risk Assessments. This document provides a general outline of the risks and controls identified by the Henry Moore Foundation in regard to educational visits. **It is NOT a risk assessment**, this must be completed by the school.
2. It is essential that children are supervised throughout their visit to the Henry Moore Foundation:
 - a. 1 responsible adult for every 5 pupils in years 3 – 6
 - b. 1 responsible adult for every 10 pupils in years 7 – 13
3. It is essential that the pupils understand:
 - a. the aims and objectives of the visit
 - b. how to avoid specific dangers and why they should follow the rules
 - c. why safety precautions are in place and what standards of behaviour are expected
 - d. who is responsible for the group
 - e. what to do if approached by anyone outside of the group
 - f. what to do if they become separated from the group
 - g. in the gardens they may touch but not climb on the sculptures
 - h. sculptures may become hot during hot weather
 - i. they may not touch the sculpture/exhibits in the galleries and workshops
 - j. photos may only be taken outside

This document is for information and guidance only and does NOT absolve schools from carrying out their own risk assessments before their visit commences.

Teachers/school staff are responsible for the supervision of pupils at all times during the visit.

It should be read in conjunction with the Henry Moore Foundation Risk Assessment for the general public.

**HAZARDS TO BE CONSIDERED BY SCHOOL STAFF WHEN MAKING
RISK ASSESSMENTS**

Name	The Henry Moore Foundation	Date Prepared	March 2009
Address	Dane Tree House Perry Green Much Hadham Herts, SG10 6EE	Tel No:	01279 843333

SCHOOL VISTS: Brief Description	Transport met at Visitors Car Park by HMF staff. Students/staff briefed in Visitor Centre. Conducted tour of grounds and studios. Students/staff lunch at Visitors Centre including visit to shop. Students under school staff supervision return to grounds to draw/further study.
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PERSONS AT RISK	School Staff: SS Pupils/Students: PU
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POTENTIAL HAZARDS

This list is not exhaustive

1. Arrival:	SS/PU	2. Tour – Outside:		3. Studios/Galleries:		4. Unaccompanied in grounds:	SS/PU	5. Shop:		6. General:	
Car Park	SS/PU	Main Road	SS/PU	Chemicals		Road	SS/PU	Knocking items over	SS/PU	Lost students	PU
Garden	PU	Ponds/Streams/Water	PU	Sculpture		Lost Pupils	PU			Inclement Weather	SS/PU
		Trips and Falls	SS/PU							Group Control	SS/PU
		Vehicles on the Estate	PU								
		Maintenance equipment	PU								
		Sculpture	PU								
		Sheep	SS/PU								

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What could cause HARM?	WHO might be Harmed and HOW?	CONTROL MEASURES HMF control measures and suggestions for school staff	Residual Risk High/Medium/Low
Cars and plant using car park	Possibility of knocks or bumps by moving vehicles to persons exiting bus	HMF staff meet bus and brief school staff School staff exit bus first and escort/guide pupils to Visitor Centre If plant being used area cordoned off by HMF	Low
Garden has slips and trips and in season bees/wasps in fallen fruit	Pupils/staff might fall, slip or be stung	HMF brief school staff School staff to ensure appropriate medication is carried for those allergic to bee/wasp stings	Low
Main road has to be crossed to reach estate. Blind corner and cars travelling at speed	Injury to staff and or pupils	HMF brief school staff Pupils to be carefully supervised by school staff whilst crossing / walking along road	Medium
Ponds, streams and waterways	Estate has several of these. Staff/pupils could easily fall or slip into them	HMF brief and remind school staff HMF have warning signs where appropriate Pupils made aware of the dangers and closely supervised by school staff	Low
Uneven, slippery paths and ground	Possibility of slips, falls and injury	Pupils reminded of the nature of a rural estate	Medium
Contractors and HMF staff vehicles use estate road	Could be knocked over or bumped. If unattended pupils could tamper	HMF staff brief school staff on dangers of estate road HMF staff to ensure all keys removed from vehicles left unattended on estate	Low
Maintenance equipment used on estate	Pupils could be tempted to play with and injure themselves on unattended estate machinery	All pupils supervised at all times by school staff HMF staff monitor pupils during/after tour session. Equipment not to be left unattended whenever possible,	Low
Heavy sculpture	Sculpture might fall on pupils if climbed on, causing injury	Climbing on sculpture prohibited School staff briefed and supervised Notices posted	Low
Sheep in the field (micro-organisms)	Could frighten pupils and could be harmful to pregnant staff	HMF staff to brief school staff Hands to be washed before eating after any contact with sheep/sheep faeces	Low

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Chemicals in studios	Could be hazardous to visitors	All chemicals to be locked up in appropriate cupboards when not in use Studios/Galleries where chemicals being used to be closed to visitors	Low
Sculpture indoors	Could be knocked over if smaller spaces are overcrowded causing injury to staff or pupils	Close supervision of pupils Limit numbers into vulnerable spaces 'No Touch' policy indoors	Low
Unaccompanied in grounds	If not properly supervised all the hazards and risks already covered are increased	Ensure group has at least the minimum requested ratio of staff to pupils HMF staff to monitor grounds for unacceptable/dangerous behaviour	Medium
Pupil lost or separated from group	Possibility of a pupil getting separated from group or locked in a gallery/studio	Regular headcounts required, particularly on exiting buildings School staff to brief pupils on itinerary and arrangements	Low
Shop	Possibility of merchandise being knocked over	Numbers in shop at any one time limited	Low
Exposure to weather	Pupils or staff could get cold, wet or too hot!	HMF to brief school staff School staff to ensure all pupils have appropriate clothing and footwear May allow pupils to use Gallery space after tour (if HMF staff availability allows)	Medium
Accident/injury	Despite all precautions someone may be injured	HMF have First Aid trained personnel on site School staff to be briefed on action in event of injury	Low
Group Control	After tour pupils divide into smaller groups, with inherent problems close supervision is required	School staff to make plans for this ensure at least the minimum requested ration of staff to pupils	Medium

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- Action Plan – Give details of actions to be taken by school staff that will reduce risks to health and safety

Describe as fully as possible the action to be taken	WHO is responsible for ensuring the action is carried out?	Date by which Action is to be completed

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