**Heritage Services – Roman Baths Clore Learning Centre 2025**

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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, adults and staff | 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.  Teachers and school staff are advised to bring their own first aid kit/medications for any students who require it. Museum staff are first aid trained and first aid kits, including a Defibrillator, are available to use. | None |  |  |  |
| People being unable to find their way to places of safety | Students, adults and staff | Emergency evacuation 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. External door locks shut. Push button for exit.  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 metal 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 (IZ) equipment  3.Walkway edge  4.Corridor from Investigation Zone to Gym | Students, adults, and staff | 1.Equipment is conventional school equipment with which people are likely to be familiar and so presents an insignificant risk. E.g. children’s scissors.  1. Handling 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 – it is filled with excavation material simulating an excavation.  Wooden interactives packed and unpacked by staff.  Archways/stone walls – with potential to hit head – Good lighting and signage in place.  3.Deep walkway edges barriered. Handrails in place near entrance to IZ. No unguarded drops deeper than 300mm  3.Floor surfaces in a variety of materials. Children to be supervised at all times.  4.Door lock plate at vulnerable height for children/adults. | None |  |  |  |
| Kitchen areas within classrooms  1.Water spillage  2.Kettle | Students, adults, staff | 1.wiping up cloths and cleaning materials provided for teachers.  2.Kettles to be used by adults, at a safe height. In Watertank hot tap facility high up within an enclosed cupboard space. | 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. School visitors warned by staff. | None |  |  |  |