**Wimbledon Windmill Museum**

**Windmill Road, Wimbledon Common**

**London, SW19 5NR**

**Registered Charity No 1015265**

**Risk Assessment for School Visits**

Responsibility for the group members/pupils on school visits remains with the group leaders/teachers at all times. Group leaders/teachers are advised to carry out a preliminary visit in advance of their school trip to the Windmill Museum in order to make their own risk assessment.

Everyday hazards such as slipping, tripping or falling on stairs and minor cuts/bruises are inherent in all environments. The following site specific factors should be considered in relation to the individual needs of each group visitor.

It should be noted that the Windmill was erected in 1817 and as such is a Grade 2\* listed building which does not have lifts and ramps for wheelchair users.

**External Environment**

* The entrance to the Windmill Museum is reached via a flat gravelled forecourt area.
* Group leaders/teachers are advised that the gravelled forecourt may occasionally be used by vehicles accessing the private house adjacent to the Windmill.
* There is a small tarred road immediately in front of the Windmill Museum and care should be exercised when crossing it to reach Wimbledon Common.

**Internal Environment**

* The Windmill Museum has two storeys which are reached by steep wooden stairs which are not suitable for visitors with disabilities.
* Group leaders/teachers should note that care should be exercised when using the steep stairs leading to the first floor of the Windmill.
* The ladder access into the tower is very steep and children should be supervised by an adult when visiting the tower at all times.
* Be aware of the moving vertical drive shaft in the centre of the ground floor exhibit area.
* Caution should be exercised when using the hand querns to grind corn on the first floor and safety advice from the staff should be followed at all times.
* Artefacts and models of windmills are largely contained in glass display cases, but care should be taken when walking around some of the static exhibits on the first floor or outside.

**Supervision and Visitor Behaviour**

* Groups must have the correct adult to pupil ratio of 1:10 to ensure adequate supervision at all times.
* The Windmill Museum reserves the right to refuse admission to groups and may ask visitors to leave if a group or member of the group engages in antisocial behaviour which adversely affects the safety and enjoyment of other visitors or causes damage to the exhibits.
* Group leaders/teachers should brief their members/pupils about appropriate behaviour and have a contingency plan for anyone who is asked to leave the building.
* Sensible footwear is recommended.

**Fire and Evacuation**

* Group leaders/teachers should familiarise themselves with the locations of the 3 fire exits on the ground floor.
* In the event of a fire, a fire alarm will sound to alert staff and visitors who should then exit the building and make their way to the assembly point outside the front gate on the pavement.
* At the assembly point outside the gate, group leaders/teachers should take the register of their group and report any missing persons to museum staff.
* Should a member of your party require basic first aid, please ask a member of the museum staff.
* The Wimbledon Common Rangers are fully trained in basic first aid treatment and will assist as required. In the event of a major accident, then the museum staff will summon an ambulance.

April, 2014