

Risk Management Plan	
School Visit to New England Regional Arts Museum (NERAM)	
Name of School: Name of Principal: Description and location of excursion: <i>Visit to NERAM</i> Date of Excursion:	Number in group/class: Name of excursion coordinator: Contact number: Accompanying staff, parents, caregivers, volunteers:

1. **Overview:** This risk assessment outlines potential hazards and control measures for school visits to the New England Regional Art Museum (NERAM). The objective is to ensure a safe and educational experience for students, staff, and visitors.

2. **Identified Risks and Control Measures:**

Task	Risk / Potential Hazards	Risk Rating	Control Measures
Transport to and from museum	Risk of accidents during transit	Low	Follow school transport policies, ensure seatbelt use

Task	Risk / Potential Hazards	Risk Rating	Control Measures
NERAM staff preparing for visit	Injury due to uneven surfaces, wet floors, or cluttered spaces	Medium	Ensure clear walkways, display wet floor signs, monitor students, and provide guidance on safe movement
	First aid		Staff will ensure first aid kits available (Main entrance, Packsaddle and MOP)
Arrival at NERAM	General site induction	Low	NERAM staff welcomes group and provides briefing before group enters gallery. School and centre staff ensure their group is aware of gallery rules including staying within view of teachers, not leaving Gallery space, not touching objects or artworks, keeping noise low. <i>Responsibilities</i> School staff: Supervise students, ensure adherence to rules, and conduct headcounts. Museum staff: Provide guidance, enforce safety protocols, and assist in emergencies. Students: Follow instructions, stay with assigned groups, and respect museum rules.

Task	Risk / Potential Hazards	Risk Rating	Control Measures
	Tripping or falling over bags	Low	Instruct students to place bags as directed by NERAM staff on arrival
	Students leaving site	Low	Students are adequately supervised by visiting school personnel at all times Front desk staff briefed
During tour / visit	Sprains, trips, falls		Recommend covered footwear is worn by teachers, staff and students Wet floor signs put out if required
	Public safety	Low	Students are adequately supervised by visiting school personnel at all times
	Artworks may present views that may be perceived racist, homophobic, transphobic, biphobic, sexist		Gallery staff to inform teacher prior to visit if any content of such nature is present in the exhibition
	Contains nudity or sexual references; depicts graphic violence or contains scenes that may inspire violence or self-harm; contains material that could trigger trauma experiences		Section of gallery to be restricted if required.

Task	Risk / Potential Hazards	Risk Rating	Control Measures
	Poses a physical risk such as flashing lights, electrical currents, enclosed or dark space, VR headset		Lighting: warning signage, alternative pathways, adjustable intensity and timed exposure – limit the duration of exposure to flashing lights. Electrical: proper Insulation, emergency shutoff.
	Emergency on site	Low	Students and staff to follow NERAM emergency evacuation procedures as led by Gallery Safety Warden • In case of an emergency, museum staff will guide visitors to the nearest exit. • Teachers and supervisors should conduct a roll call at assembly points. • First aid kits and trained personnel are available on-site. • Emergency contacts for the school and museum should be readily available.
	Risk of damage to art displays and exhibits or minor injuries from touching artworks	Low	Enforce 'no-touch' policy, provide supervision
	Risk of students getting lost or separated	Medium	Assign group leaders, use buddy system

Task	Risk / Potential Hazards	Risk Rating	Control Measures
Use of museum equipment	Risk of misuse or minor injuries from handling tools	Low	Provide proper instruction, ensure supervision
	Allergic reaction to substance in gallery studios	Low	All art materials are non toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and personal protective equipment where appropriate (eg eye protection, aprons, rubber gloves) are used
Risk assessment prepared by: Anne Blair-Hickman, Education Officer (1/4/25) Signature:  Manager / Supervisor review: Rachael Parson, Director (2/4/25) Signature:  Communicated to: Teachers and parent / carer volunteers			
Monitor and Review: Regularly evaluate the effectiveness of control measures and make adjustments as needed. Update the risk assessment if an incident occurs or if there are significant changes to the exhibition spaces or environment.			