



**St. Saviours Church, St. Saviourgate,  
York YO1 8NN  
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Bookings: 01904 615505**

### **Risk Assessment Guidance Notes for Teachers**

DIG has identified potential areas of risk to assist teachers in carrying out their own assessments. The information we have provided is by no means exhaustive and all teachers/group leaders are advised to make a free familiarisation visit.

When carrying out a risk assessment, it is imperative that teachers/group leaders give special consideration to the control measures they will undertake, such as providing adequate information, instruction or training to the appropriate people, identifying who takes overall charge in an emergency situation, and the ratio of pupils to adults.

#### **Teacher/Pupil Ratio**

DIG allows free entrance to accompanying teachers/group leaders in the following ratios: schoolchildren 1:6, special needs 1:1, groups 1:10. Any additional teachers/group leaders will be charged at the appropriate group rate.

Teachers/group leaders are reminded that while staff at DIG are located around the building and are there to help, it is the overall responsibility of the teachers/group leaders to ensure that the children under their charge are supervised at all times. We would like to remind teachers/group leaders to inform all persons in their party that smoking in the building is not permitted.

#### **Facilities**

**Toilet Facilities** are situated on the ground floor beyond the lift and locker room . These include male, female and disabled toilets. They will be accessible all through your visit.

**Disabled Access.** The whole of the main exhibition is on the ground floor and has been designed to be wheelchair-friendly. The lunch area and learning hub are situated upstairs and there is a lift to access these areas.

<b>Area</b>	<b>Potential Hazard</b>	<b>Risk</b>	<b>Control Measures</b>
<b>Briefing Hut</b>	Small space Ventilation/heating	Heat exhaustion Potential fainting	Limit numbers Adult supervision
<b>DIG Area</b>	Rubber flooring Objects in floor Raised flooring/slope	Harmful if eaten Sharp objects Loose objects Children bumping into each other	Adult supervision No running or over crowding
<b>Study Zone</b>	Various interactive activities Electric power sockets/computers	Finger traps, trip and fall Potential electrics shock	Limit numbers Adult supervision No running
<b>Lab Works</b>	Various interactive activities Electric power sockets/computers Sharp protrusion from microscope	Finger traps, trip and fall Potential electric shock	Limit numbers Adult supervision No running
<b>In the Field</b>	Various interactive activities Sharp protrusion from exhibit Electric power sockets/computers	Finger traps, trip and fall Potential electric shock	Limit numbers Adult supervision No running
<b>York Revealed Computer stations</b>	Seated area Open space	Falling off chairs bumping heads Bump into/Push	Ensure that pupils are seated correctly(or given alternative instructions)
<b>Ask the Archaeologist</b>	Nut Allergy	Allergic reaction or fit	Environmental sifting activity has a hazelnut shell component. A nut-free alternative is available and staff will check with a group before beginning the activity.
	Handling objects Hygiene hazard	Children not washing hands	Ensure clear instruction is given for handling objects
<b>Lobby/Stairs/Toilets</b>	Stairs Facilities on two floors – trip hazard. Hot water Wet Floor Toilet door locks Doors	Trips/slips/falls  Scalding Trips/slips/falls Small children may get locked in toilets Finger Traps	Pupils should be supervised at all times
<b>Mezzanine</b>	Glass on offices Barrier ledge to lower level	Fall/trip	No running Adult supervision Teachers to ensure children remain at safe distance
<b>Garden</b>	Gates Garden leads to road Wet floor after rain or ice.	Finger traps Children could run into road Trips and falls	Adult supervision Signs displayed

**Please Note:**

All electrical equipment is regularly checked and PAT tested.

Activities that take place within DIG have been designed with full consideration of risks and are maintained as safe spaces for schools to visit.

All materials used in the design of DIG are safe for visitor contact e.g. paint finishes etc.

All materials used have been fire proofed.

DIG has a current fire certificate and regular fire service inspections are undertaken. There are established.

The centre is fitted with smoke and heat sensing systems that will trigger alarm systems to alert staff to evacuation.

The centre is equipped with regularly maintained fire-fighting equipment.

The uniformed Front of House team are in attendance and there is always a first-aider on site.

First Aid kit and accident book is available on site.