

**RISK ASSESSMENT
HIGHLAND FOLK MUSEUM, NEWTONMORE:
VISITORS ON SITE**

Physical layout – RE ARRIVAL

Car park entrance	Good visibility, Bellmouth kept clear of weeds etc.. Enough clearance for vehicles to get off road even when gates are closed.
Car park	Packed gravel. Level surface suitable for wheelchairs
Entrance booth	Wide access – suitable for wheelchairs, push chairs & groups
Reception complex	Picnic area just inside from entrance booth suitable for gathering groups/ splitting parties etc., before going out on site. Each building has had risk assessment carried out. Audio visual/shop area are ground level and accessible to all. Café/Toilets (including disabled toilet) on upper level with ramped and stairs access to both.

PROCEDURES IN PLACE TO ENSURE VISITORS/GROUPS ENJOY SAFE VISIT.

Admission	Children under sixteen years of age are not allowed on site unless accompanied by an adult. Group leaders/teachers are handed a note informing them that children must be supervised at all times (inc foreign languages)
Site map	All visitors are offered a site map as part of their ticket. All pond areas clearly marker “WATER”.
Site Routes	Guidance notes/route maps available for range of groups and to meet differing lengths of time available to spend on site.
Communications	Radio communication with township/steading/school/ buses/office/reception and shop areas. Phones in reception/shop/café/offices/steading areas
First Aid	Emergency and four day first aiders on site. First Aid kits in Township/steading/school/reception/shop/café/buses and office.
Bookings	At time of booking, prospective visitors/groups are asked if there are any special requirements that we need to be aware of to ensure they get the best possible experience from their visit. 1. Playschool or playgroups are offered a “helper” to go round with them. 2. Teachers are informed that they are responsible for supervision of their groups. 3. Pre-visit Educational/Further Education packs are sent out to appropriate groups which include a map of the site. These groups are advised that children need to

	<p>bring sturdy footwear and warm clothing with them.</p> <p>4. Disabled visitors are assisted with travel on site.</p> <p>5. Special needs groups wishing to concentrate on an activity are catered for by upping ratio of staff help.</p>
Buses	<p>Drivers are trained to respond to special needs of visitors (either getting around the site or assisting in emergencies). One bus is fitted with a wheelchair ramp.</p>
Events/Activities	<p>Each demonstration is risk assessed and barriers in place or restricted viewing as required.</p> <p>Children's activities – higher ratio of staff control depending on activities and interaction & all demonstrators working on a one to one basis are disclosure checked</p>

General Comments:

Buildings on site: each building has been risk assessed. Some areas are manned and monitored by staff. Other buildings are partially open to the public with access restrictions in place (mesh grills).

Risk Assessment problems:

Risk assessment is continually reviewed and updated.

There is also a reporting procedure in place so that any potential hazards can be risk assessed immediately.

**Helen Powell, Operations Manager
2008**