

Teachers' Pack

Littlehampton Museum



All you need to know to
plan your visit with us



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**Littlehampton Museum, Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW**

Telephone: 01903 738100 **Email:** museum@littlehampton-tc.gov.uk

 [littlehamptonmuseum](https://www.facebook.com/littlehamptonmuseum)

 [ltonmuseum](https://twitter.com/ltonmuseum)

 [littlehamptonmuseum](https://www.instagram.com/littlehamptonmuseum)

How to Find Us:

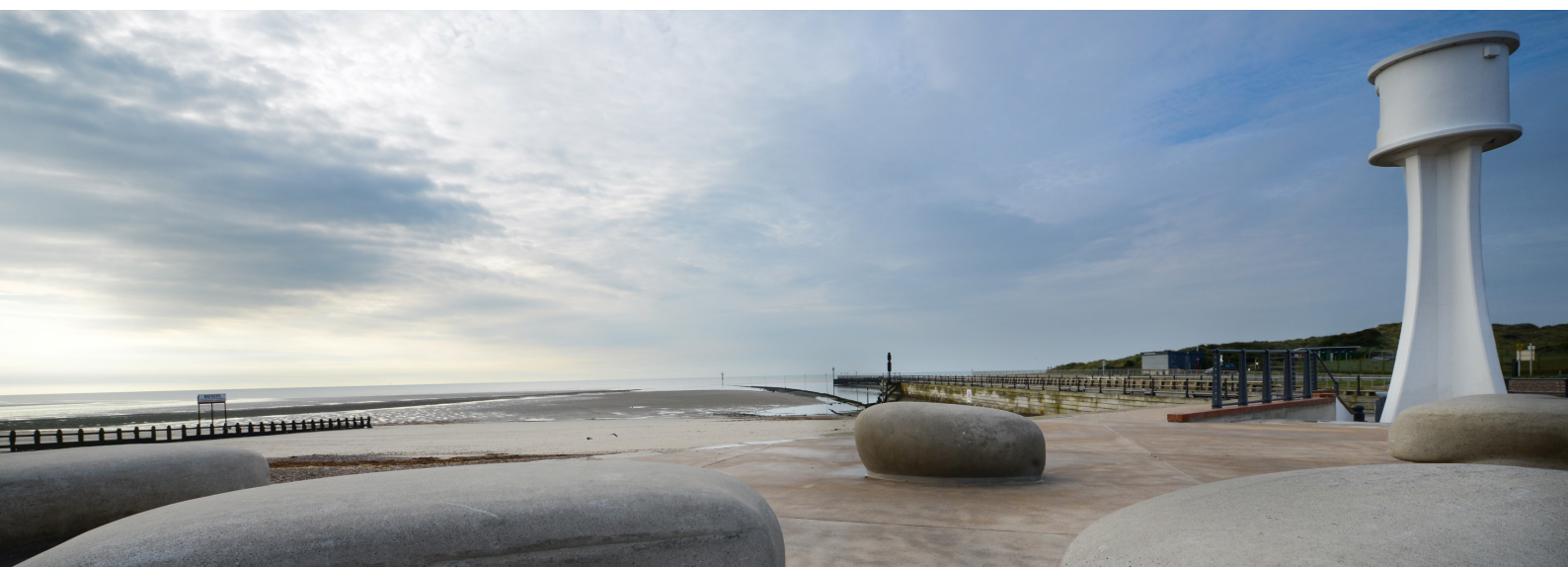
Littlehampton Museum is located in the heart of the town, just past the bottom of the High Street. The town's beautiful riverside and seafront attractions are just a 15 minute stroll away.

By Rail: Littlehampton Museum is a 5 minute walk from the town's railway station, with an approximate travel time of 1hr 40mins from London, 45 mins from Brighton, and 25 mins from Chichester.

By Bus: The 700 coastal bus route arrives at the Anchor Springs bus terminal, just 2 minutes walk from the museum.

Car Parking: If you want to visit to carry out risk assessments or plan your day in advance, parking disks can be collected from Reception which allow 2 hours free parking at the Manor House Car Park next to the Museum.

Coaches: There is no coach parking at the Museum, but children can be dropped off and collected from Church Street, just outside the main gate. Coach parking is available at the Banjo Road Carpark on the seafront. More information can be found here: arun.gov.uk/littlehampton-car-park-information-charges



Book a Visit:

To book a visit with us simply email with the following details:

- The date and time you wish to visit
- The size of your group (larger groups may need to be split, see FAQs for details)
- A contact name and number
- Any special requests

A member of the Museum Team will get back to you to confirm your booking.

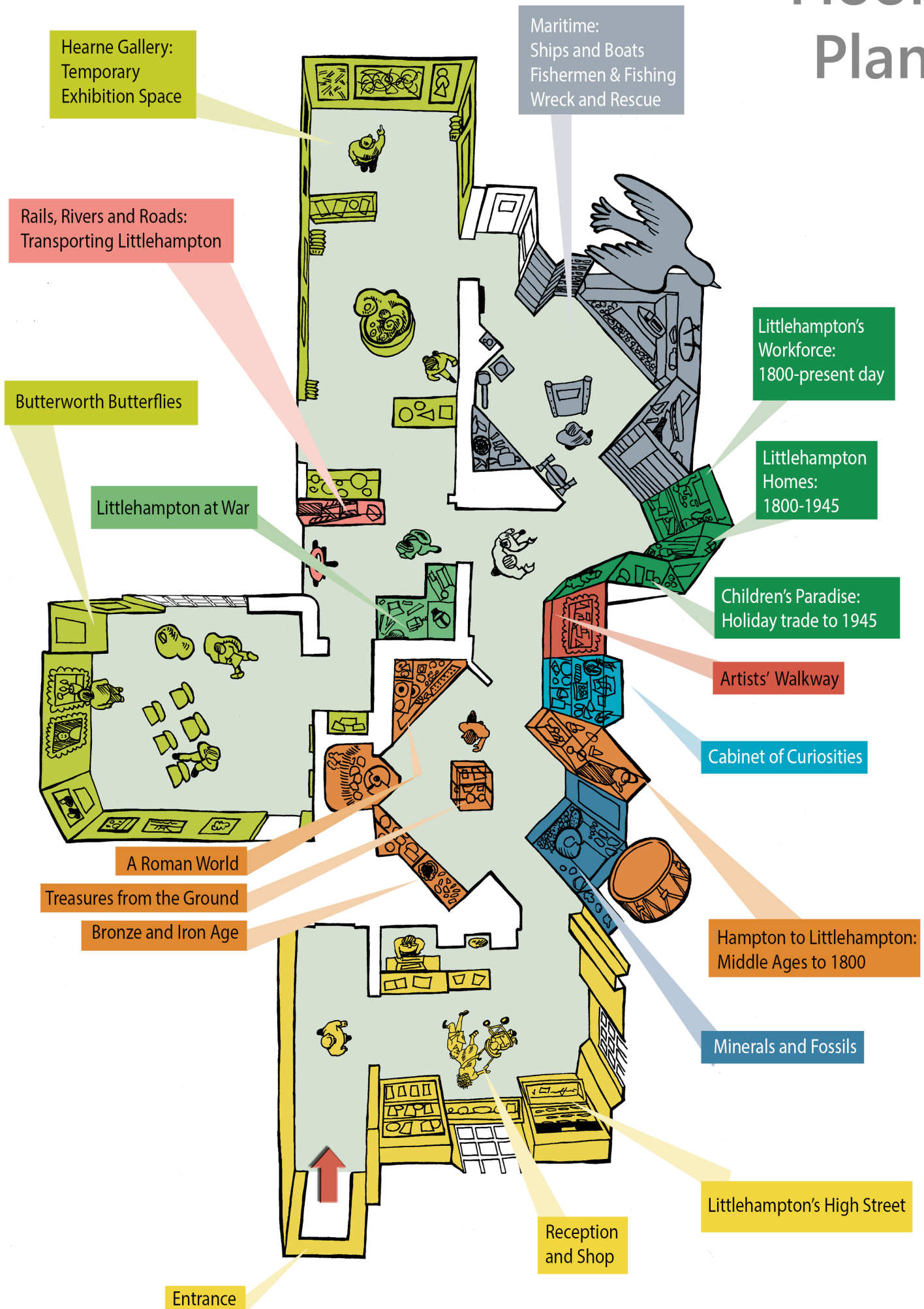


Frequently Asked Questions:

- ***Does the Museum Team run educational sessions?***
We do not currently offer staff led sessions, but you will find resources for self led visits in the 'Learning' section of our website.
- ***How many children can I bring in one day?***
The maximum group size for children is approx. 30 pupils, or 1 class. We find the galleries get a little too restricted for larger groups than this!
- ***Do you have toilets?*** Yes, ground floor toilets will be made available for the duration of your visit.
- ***Is there a space we can have lunch?*** In fair weather there is a green space outside the Museum suitable for picnics. An indoor space can occasionally be made available - prior notice is essential.
- ***Do you offer a loan box service for follow up activities?*** We do! We charge just £5 per week for each loan box. For the full list of our resources please see the 'Learning' page on our website.

If you have any further questions please do call or email the Museum Team.

Floor Plan



Risk Assessment:



RISK ASSESSMENT

| | |
|--------------------------------|-----|
| Date of Activity (if relevant) | n/a |
|--------------------------------|-----|

| | |
|---------------------|------------|
| Date to be reviewed | March 2021 |
|---------------------|------------|

| | |
|----------|-------------------|
| Assessor | Charlotte Burford |
|----------|-------------------|

| | |
|----------|--|
| Activity | <u>School</u> or group visits to Littlehampton Museum – self led |
|----------|--|

| |
|---|
| Details of supporting documents and relevant training. (e.g. checklists, licenses held, method statements, safety plans, site plans etc.) |
| |

| Revisions | Notes |
|-----------|-------|
| | |
| | |
| | |
| | |

Risk Rating = Severity x Likelihood

| Severity | |
|------------------------|--|
| 1. Minor Injury/Loss | First aid only, no need to seek further medical attention. |
| 2. Slight Injury/Loss | First aid administered but may need to seek further medical attention or take time off work. (under 7 days). |
| 3. Serious Injury/Loss | Reportable injury that does not classify as 'Major' e.g. over 7 days off work or an ambulance called for members of the public. |
| 4. Major Injury/Loss | Fractures (other than fingers/thumbs and toes), unconsciousness, amputation, serious eye injuries, severe burns, life changing injury. |
| 5. Death | |

| Likelihood |
|----------------------|
| 1. Rare |
| 2. Unlikely |
| 3. Possible |
| 4. Very Likely |
| 5. Certain to happen |

Risk Matrix

| | | | | | |
|------------|---|----|----|----|----|
| Severity | 5 | 4 | 3 | 2 | 1 |
| 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| Likelihood | 1 | 2 | 3 | 4 | 5 |

| | |
|--------|---|
| LOW | Sufficient control measures in place, no further action required. |
| MEDIUM | Any activity with a risk rating over 5 MUST be referred to the Town Clerk (DTC&RF0 or ATC in his absence) before proceeding. |
| HIGH | Risk not as low as reasonably practicable, apply further control measures. |
| | Activity must not go ahead until risk level has been reduced. |

| Hazard | | Injury if harm should occur | Persons at Risk | Current Control Measures | Likely Severity | Likelihood of Occurrence | Risk Rating | Monitoring recommendations & who is responsible | Further Control Measures | Reduced Risk Rating |
|--------|--------------------------|---|---------------------------|---|-----------------|--------------------------|-------------|--|--------------------------|---------------------|
| 1 | Navigating the Museum | Trip and falls resulting in sprains or breaks | Staff, children, teachers | Walkways kept clear: Sensible arrangement of tables, Bags and coats kept out of space, possessions kept under tables or in another room First aid kit available. Teachers always present. Children told to be careful whilst they are walking around the Museum and warned of any potential hazards – children are asked not to run in the Museum. | 2 | 1 | 2 | Museum Curator, Museum Staff and Reception Staff, Caretakers | None | |
| 2 | Emergency Evacuation | Trips and falls resulting in sprains or breaks | Staff, children, teachers | Evacuation Protocol explained. Evacuation supervised by LTC staff. First aid kit available. Teachers always present and warned about evacuation procedure prior to the start of the visit. | 2 | 1 | 2 | LTC Staff | None | |
| 3 | Safeguarding of children | Child managing to leave the premises – potential for minor to major injuries (road traffic etc) | Children | Agree with schools prior to visit safe levels of supervision – Teachers should follow school procedures to ensure enough supervision is provided. Regular headcounts of children throughout workshop and activities. Teachers to be in charge of a set number of children at a time. Reception manned and able to alert staff to anyone walking out. CCTV in operation. | 4 | 1 | 4 | School Teachers, Museum Curator, Museum Staff. | None | |
| 4 | Museum Activities | Allergic reaction from materials (dressing up clothes, colouring in pens and pencils). Cuts and grazes. | Children | Schools to pre warn Museum of any students with allergies to ensure a safe environment for those visiting. Teachers to Supervise the party at all times. First Aider and First Aid kit available on site. Museum Staff to ensure items used for museum activities are not known to be common allergens. | 1 | 1 | 1 | Museum Curator, Museum Staff and teachers. | | |

| Relevant sources of information used – Please tick as appropriate | |
|---|--|
| <input checked="" type="checkbox"/> | Manual Handling Operations Regulations 1992 |
| <input checked="" type="checkbox"/> | MHSWR 1999 |
| <input checked="" type="checkbox"/> | The COSHH Regulations 2002 |
| <input type="checkbox"/> | Control of Asbestos Regulations 2012 |
| <input type="checkbox"/> | The Control of Noise at Work Regulations 2005 |
| <input type="checkbox"/> | The Plant Protection Products Regulations 2012 |
| <input type="checkbox"/> | The Provision and Use of Work Equipment Regulations 1998 |
| <input checked="" type="checkbox"/> | Littlehampton Town Council Accident Record books |
| <input type="checkbox"/> | Littlehampton Town Council Asbestos records |
| <input type="checkbox"/> | Any other: |

Signed: _____

Job Title: _Museum Curator_____

Date: _____

Signed: _____

Town Clerk/Deputy Town Clerk/Assistant Town Clerk

Date: _____