



**St. Saviours Church, St. Saviourgate,
York YO1 8NN
Bookings: 01904 615505
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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. DIG is fitted with male, female and disabled toilet facilities all of which will be accessible throughout your visit.

Accessibility: The whole of the main exhibition is on the ground floor and has been designed to be wheelchair-accessible. The lunch room is situated upstairs and there is a lift to access this area.

Area	Potential Hazard	Risk	Control Measures
Briefing Hut	Small space Ventilation/heating	Heat exhaustion Potential fainting	Limit numbers Adult supervision
DIG Area	Rubber flooring Objects in floor Raised flooring/slope DIG Soil	Harmful if eaten Sharp objects Loose objects Children bumping into each other	Adult supervision No running or over crowding
Ask the Archaeologist	Nut Allergy Handling objects Hygiene hazard	Allergic reaction or fit Children not washing hands	Resources include a Hazelnut shell which can be removed upon request. Gloves available on request Ensure clear instruction is given for handling objects
Exhibition Area (Room 1)	Various interactive activities Electric power sockets/computers	Finger traps, trip and fall Potential electrics shock	Limit numbers Adult supervision No running
Exhibition Area (Room 2)	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
Exhibition Area (Room 3)	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
Activity Tables	Seated area Open space	Falling off chairs bumping heads Bump into/Push	Ensure that pupils are seated correctly(or given alternative instructions)
Lobby/Stairs/Toilets	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
Mezzanine	Glass on offices Barrier ledge to lower level	Fall/trip	No running Adult supervision Teachers to ensure children remain at safe distance
Garden	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, dig pit soil etc.

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

The site 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 kits and an accident book are available on site.