



Hornchurch Aerodrome Historical Trust

Risk Assessment for School and Junior Group Visits

Code of Behaviour and Responsibilities of the Visiting School or Junior Group

We hope that your school or junior group will have an enjoyable, rewarding and safe experience visiting the RAF Hornchurch Heritage Centre. In order to assist you with completion of your Risk Assessment for planning a future visit and our behaviour requirements, we have provided further information on the key areas below.

Supervision & Behaviour

- Whilst school or junior group visits will usually be exclusive to the Heritage Centre, some visits might be during public opening times. We ask that you always maintain appropriate supervision of the children during the visit with an appropriate staff to child ratio for the number of children, and that there is full cooperation with the Heritage Centre staff.
- Prior to the visit, we ask that the children are appropriately briefed upon the required conduct and behaviour when attending the Heritage Centre. Children will also be briefed upon arrival by Heritage Centre staff to cover administrative and safety issues, such as the fire evacuation procedure.
- It is the school or junior group's responsibility to make their own way to the Heritage Centre and that arrival and departure is punctual to ensure all agreed activities can be undertaken. Vehicle parking can be arranged subject to prior notice, but please note that vehicle owners park at their own risk and the management will not accept responsibility for damage, accident or loss. The Heritage Centre cannot accommodate coaches.
- We ask that school or junior groups have appropriate contingency arrangements for any children whose behaviour is unacceptable and likely to threaten the safety or enjoyment of others. Heritage Centre staff will ask a child to be removed if such arrangements are unsatisfactory and do not resolve an issue.
- If school or junior group staff become aware of any issue or incident that might threaten the safety or enjoyment of other visitors, please let the Heritage Centre staff know as soon as possible.
- The maximum number of children visiting the Heritage Centre shall not exceed 30 with an appropriate number of supervising school or junior group staff.
- It is the responsibility of the school or junior group to return all equipment borrowed and a charge will be made for equipment lost or damaged due to carelessness.

Heritage Centre Staff

- The Heritage Centre will ensure that staff presenting to school or junior groups are Disclosure and Barring Service (DBS) cleared where possible, but we may request that a school or junior group staff member accompanies groups when visiting various rooms around the building.
- All staff presenting at education events have appropriate training and experience.

Evacuation procedures

- All school or junior group visits will begin with an initial briefing which will cover evacuation of the building in the event of a fire or other hazard which might threaten the safety of the occupants.
- The Heritage Centre meets all fire requirements, which incorporates a Fire Alarm and the correct provision of Fire detection devices, fire alarm activation points, fire exit warning signage, firefighting appliances, a regular testing schedule and a well-rehearsed fire evacuation procedure.
- We ask that school or junior groups follow the instructions given by Heritage Centre staff upon evacuation and proceed calmly to the Assembly point, which is situated in the Car Park in front of the Heritage Centre near the pedestrian gate.

First Aid

- We aim to have a first aid trained volunteer available at all times. The Heritage Centre maintains a first aid kit to enable first aid treatment to be administered.
- Volunteers at the Heritage Centre all have mobile phones, to enable the emergency services to be contacted.
- The closest Accident and Emergency unit is located at Queen's Hospital, Rom Valley Way, Romford, Essex RM7 0AG. Their contact number is 0330 400 4333.
- All First Aid incidents are recorded in an Accident Book.

Allergens

- We ask that if any children are known to have a severe allergic reaction to any allergens that they must have the appropriate medication with them and understand how it should be administered. This includes other known conditions (e.g. asthma) where children must bring along any required medication or medical aids (e.g. asthma pump).
- If a refreshment break has been agreed by prior arrangement, we ask that children bring their own food and beverages for consumption. The designated areas for consuming food are the Education Suite and the Patio area (weather permitting).

Health and Safety

- The Heritage Centre's public areas have been designed and are maintained to ensure they are safe areas for all our visitors. The entrance and exit have slopes and handrails to assist visitors. We ask that visitors take appropriate care when using steps and staircases.
- Our artefacts and exhibits are displayed in a safe manner to mitigate any risk to our visitors. We ask that visitors respect all warning notices and any barriers. Artefacts and exhibits must not be touched unless specific permission is given by a member of the Heritage Centre staff.
- Toilet facilities including a Disabled Toilet are available for use by visitors. These incorporate hand washing facilities and hand driers. We ask that school or junior groups brief children on appropriate hygiene standards to maintain these facilities for the comfort and safety of other visitors.
- We ask school or junior groups to ensure that Heritage Centre staff are made aware of any children with any condition which might cause them any discomfort or reduce their enjoyment during their visit. This includes any children with a visual or hearing difficulty, or children who are neurodiverse. Whilst we will endeavour to accommodate any situations subject to individual circumstances and the safety of other visitors, we cannot guarantee that every situation can be accommodated.
- In some demonstrations by Heritage Centre staff, there may be occasion where there is a louder than usual noise such as an air raid siren. In such circumstances, we will give school or junior groups prior warning of the demonstration to enable any affected children to be safeguarded. We will also seek to reduce the impact of any such demonstration by operating any devices at a reduced level where possible.

Hazard identification and Risk assessment

- The Heritage Centre is a low-risk environment and we have undertaken hazard identification and risk assessments on all public areas, which is available upon request. Whilst we cannot undertake a risk assessment for each individual group, we have undertaken identification of the key hazards in the Heritage Centre.
- Artefacts and exhibits are displayed to best effect to maximise the visitor experience. However, we ask that visitors do not lean on glass displays or cabinets, touch exhibits not behind glass or attempt to climb onto any exhibits. Whilst this is covered in an initial briefing by Heritage Centre staff, we ask that school or junior groups reinforce this policy.
- If you identify a hazard that you believe we may not have been identified, we ask that you report the hazard to a member of Heritage Centre staff as soon as possible.

CCTV

- The Heritage Centre operates a Closed-Circuit Television system (CCTV) which records activity in all rooms and outside areas 24 hours a day for the security and safety of the Heritage Centre and all occupants.

About us

- The RAF Hornchurch Heritage Centre is operated by the Hornchurch Aerodrome Historical Trust, Charity no. 1182040, registered with The Charity Commission for England and Wales.
- The Heritage Centre is run entirely by unpaid Trustees and volunteers with the objective of telling the story of Hornchurch Aerodrome, and to remember and commemorate all of the pilots and personnel who served there between 1915 and 1962.
- Payments for visits should be made to ‘Hornchurch Aerodrome Historical Trust’. All invoices will be issued in the name of ‘Hornchurch Aerodrome Historical Trust’.

Advice on Visit planning

Whilst the Heritage Centre will maintain a number of fixed exhibits to represent the history of Hornchurch Aerodrome and the story of its pilots and personnel, there will also be a rotation of exhibits and displays to ensure the visitor experience is fresh and rewarding for every visit. For school or junior groups, we welcome a prior visit by staff or group leaders to discuss and agree the content appropriate to each Key Stage and year where applicable.

Declaration

I undertake to ensure that my school or junior group adheres to the above Code of Behaviour and Responsibilities.

Name:

Signature:

Name of School or Junior Group

Date:

Hazard Identification & Risk Assessment Schedule – School or Junior Groups

Date updated: 1st August 2023

No.	Hazard	Risk	Probability	Severity	Mitigating Actions
Internal Risks					
1	Fire	A fire is initiated resulting in risk of loss of life to occupants, the building and its contents.	Low	High	<ol style="list-style-type: none"> 1. The building is fitted with a fire alarm with activation points in key locations to activate the fire alarm. 2. The building is fitted with smoke detectors in all rooms to activate the fire alarm if not otherwise identified by building occupants. 3. The building is fitted with fire extinguishers (CO2 & Water) in key locations for occupants to tackle small fires. 4. The building is fitted with internal and external Fire Exit direction signage to ensure that occupants are made aware of the fastest and safest route to evacuate the building. 5. The building is subject to internal periodic testing of alarm activation points and fire evacuation drills. 6. The building and fire evacuation procedures are subject to external periodic review by way of an external Fire Inspection. 7. Visiting groups are given a full fire briefing at the start of their visit to ensure that fire evacuation procedures are understood. 8. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.
2	Electric Shock	A building occupant receives an electrical shock from an electrical fitting or appliance.	Low	High	<ol style="list-style-type: none"> 1. The building has a current electrical certificate. 2. Plug sockets that are not in use will be covered with a protector guard. 3. All appliances are PAT tested on a periodic basis to ensure they are safe to use.

					4. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.
3	Trip/Fall hazard	A building occupant is injured as a result of tripping or falling.	Medium	Medium	<ol style="list-style-type: none"> 1. The entrance and exit slopes and steps and internal staircases are fitted with handrails. 2. All exhibits with a potential trip or fall hazard are fitted with a rope barrier and appropriate warning notices. 3. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.
4	Injury from an Exhibit	A building occupant is injured as a result of an exhibit.	Medium	Medium	<ol style="list-style-type: none"> 1. All ceiling and wall mounted pictures and exhibits are firmly secured to prevent accidental topple from normal use. 2. The building is fitted with appropriate warning signage to ensure that building occupants are aware that exhibits and fittings must not be touched or mounted which might cause them to topple and cause injury and/or damage to an exhibit. 3. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.
5	Scald or burn	A building occupant receives a scald or burn from an electrical fitting or appliance.	Medium	Medium	<ol style="list-style-type: none"> 1. Kitchen appliances that create heat which may cause injury by way of a scald or burn are subject to appropriate training for all staff. 2. Kitchen appliances that create heat which may cause injury by way of a scald or burn are located at the rear of the kitchen in a staff only area with a locked counter door to prevent visitors from accessing the appliances.

					<p>3. Hot running water temperature is maintained at an appropriate level to ensure that building occupants will not receive a scald or burn from a hot tap in the kitchen (staff only) or washroom facilities.</p> <p>4. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.</p>
6	People	Risk to occupants from staff or visitors from violent or other inappropriate behaviour.	Low	High	<p>1. The Trust maintains a policy of zero tolerance towards any threat or risk of injury to its staff or visitors and any persons displaying such behaviour will be ejected from the Heritage Centre.</p> <p>2. All internal building rooms/areas and external areas are fitted with 24 hour CCTV by the Trust which may act as a deterrent to prevent criminal activity or record actual criminal activity to assist with the identification and subsequent criminal prosecution of any offenders.</p> <p>3. All staff in regular contact with minors and/or other vulnerable groups are Disclosure and Barring Service (DBS) cleared.</p> <p>4. Arranged Group visits to the Heritage Centre with minors and/or other vulnerable groups must be accompanied by an appropriate ratio of supervising staff which meets the visiting Group's safeguarding requirements.</p> <p>5. Whilst staff will be available to assist wherever possible in the event of an incident including the administration of first aid and contact with emergency services, the Trust is not liable for the protection of building occupants from other visitors.</p> <p>6. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.</p>

7	Injury or illness from the consumption of food or drink	Risk of injury or illness from the consumption of food or drink purchased from the Heritage Centre	Low	Medium	<ol style="list-style-type: none"> 1. All staff operating in the Trust kitchen hold a current basic hygiene certificate. 2. All food and drink prepared in the Trust kitchen is subject to current local authority guidelines. Food is prepared prior to purchase by the Trust. 3. All food and drink stored in the Trust kitchen is subject to current local authority guidelines. 4. Food and Drink Allergy and Intolerance advice will be provided upon request for visitors to mitigate any accidental consumption. However, the Trust will not be responsible for any injury or illness as a result of an unknown allergy or intolerance not identified with the Trust at the time of purchase. 5. In the event of injury or other emergency the Trust maintains a First Aid kit on the premises. Volunteers all have mobile phones with which to contact emergency services. Several staff are First Aid qualified. However, the Trust cannot always guarantee the attendance of a First Aider.
8	Damage to or theft from staff or visitors' vehicles or other possessions whilst visiting	Risk to staff or visitor's possessions.	Low	Low	<ol style="list-style-type: none"> 1. There is appropriate signage in the car park and in the building to warn all building occupants that the Trust does not accept any liability as a result of damage to or theft from any motor vehicles in the car park or within the Heritage Centre. 2. The car park, garden and internal areas are covered by 24-hour CCTV by the Trust which may act as a deterrent to prevent theft or record actual damage or theft in the event of a loss.
9	Critical or serious injury	Risk of critical or serious injury to any occupant as a result of any negligence by the trust or its agents.	Low	High	<ol style="list-style-type: none"> 1. The Trust maintains appropriate insurance cover for Public Liability and Employer's Liability in the event of an incident where the Trust or its agents has been proved to be liable. Details of the Insurance cover are available upon request.
10	Lost or missing child or vulnerable adult	Risk of injury or harm caused by leaving the	Low	High	<ol style="list-style-type: none"> 1. Lost child/vulnerable adult: If a child or vulnerable adult appears to be lost they should be led to the collection point (reception) where they will be encouraged to remain until they have been re-united with a parent or guardian.

		group, either onsite or offsite.			<p>2. Missing child/vulnerable adult: If a child or vulnerable adult is reported missing, then the volunteer to whom this has been reported should alert other staff immediately and organise an initial search of the premises. If the child or vulnerable person is not found, then a thorough sweep of the whole site will be carried out. When the child or vulnerable person is found, they will be led to reception to be re-united with their parent or guardian. If a child or vulnerable person is not found within 20 minutes the police will be informed.</p>
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