

ROYAL COLLEGE OF MUSIC MUSEUM

Educational Programme Risk Assessment

2025-2026

This risk assessment supports schools and learning groups in planning a safe and well-organised visit to the RCM Museum. It outlines key procedures and control measures designed to minimise risks and ensure the welfare of students, staff, and accompanying adults.

For any enquiries, please contact museum.programmes@rcm.ac.uk.

Risk Description	Consequences	Existing Control Measures	Likelihood	Risk Rating
Slips, trips and falls	Minor injury requiring first aid; temporary disruption to group visit.	Students supervised at all times; staff trained in first aid; all incidents recorded.	Possible	Low
Falls on stairs	Risk of injury requiring medical attention.	Supervision on staircases; safe movement reinforced; stairs kept clear with handrails.	Possible	Medium
Lift entrapment	Anxiety, discomfort, delayed schedule.	Students only use lift with an adult and when required for accessibility.	Unlikely	Medium
Loss of personal belongings	Visitor dissatisfaction due to lost items.	Belongings stored in WDC pigeonholes; large luggage not permitted.	Unlikely	Low
Damage to collections	Potential irreversible damage to objects on display.	Most instruments in cases; open-display items clearly marked; behaviour guidance given; school may be liable for intentional damage.	Likely	Very High
Food/drink damage risk	Damage to objects; pest infestation.	No food/drink except water in WDC; staff trained to enforce policy; IPM training provided.	Possible	Medium
Access barriers for SEND visitors	Visitors may be unable to fully access activities.	Lifts available; accessibility consultant guidance to be implemented where possible.	Almost Certain	Very High

We are committed to maintaining the highest standards of safety and risk management, and we look forward to supporting an engaging and enriching educational visit for your group.