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**West of England group of the Geologists’ Association**

**Event Risk Assessment and Itinerary**

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| **Event**: Visit to the Oxford University Museum of Natural History |
| **Location:** Oxford University of Natural History |
| **Date:**  9th October 2025 **Start Time**: 12:00 hrs **Finish Time:** 15:30 hrs |
| **WEGA Organiser:** Kath Addison-Scott **Email:** [wega.talks@gmail.com](mailto:wega.talks@gmail.com) **Tel.:** 07905 211 388 **Leader:** Dr. Emily Swaby |
| **Aim of Event:**  [VISIT THE MUSEUM OF NATURAL HISTORY | Oxford University Museum of Natural History](https://oumnh.ox.ac.uk/visit-us)  Dr. Swaby will be providing a Behind the Scenes tour to view the Earth Collections. It will last approximately one and a half hours.  There will also be an opportunity to view the Breaking Ground Exhibition (which is on until the 13th of April, 2026) - [Breaking Ground | Oxford University Museum of Natural History](https://www.oumnh.ox.ac.uk/breaking-ground) |
| **Meet Location:** Front Entrance to the Museum: Parks Rd, Oxford OX1 3PW  **What 3 words:**  ///pans.minds.venue (accessible entrance ///jolly.locked.lived)  **Co-ordinates:**  N 51.7585788 W 1.2560164 |
| **Itinerary:**   * Arrival by car or public transport. * Meet at Front Entrance at 12pm to register and to obtain information on tour start point. * Visit the OUMNH Breaking Ground Exhibition individually,12pm to 1:30pm (at your discretion), prior to the Collections tour. * Lunch prior to tour in the café or BYO. * Visit OUMNH for a guided tour by Dr. Emily Swaby. Start time 2pm (meeting place TBA), approximately 90 minutes long. * Disperse for return journey. |
| **Getting there:**  By Car - please be aware of the Zero Emissions Zone in the City Centre :[Oxford zero emission zone (ZEZ) | Oxfordshire County Council](https://www.oxfordshire.gov.uk/transport-and-travel/oxford-zero-emission-zone-zez). Parking: [Parking in Oxford – Oxford City Council](https://www.oxford.gov.uk/parking-oxford)  By Train: Trains run to Oxford train station and bus/taxi to OUMNH, see [Trainline : Search, Compare & Buy Cheap Train Tickets](https://www.thetrainline.com/?msockid=14dcc3c95c7d6f262023d1b95d256edf) |
| **Lunch:** There is a café on site or BYO; [OUR CAFÉS | Oxford University Museum of Natural History](https://oumnh.ox.ac.uk/cafe)  **Toilet Arrangements:** Museum facilities (incl. disabled access) |
| **Field Equipment and Health and Safety Requirements:**  As an indoor event there is no particular equipment that is required. Please wear sensible footwear and appropriate clothing. Please bring any other personal specific items that you may need for the visit. A camera and notebook are always useful.  The Leader will provide a brief Health and Safety brief at the beginning of the tour. |
| **Insurance:**  WEGA maintains Public Liability and Third-Party Insurance. Attendance at any Field Trip is on the understanding that the Member attends at their own risk. Please ensure that you personally are adequately insured for Personal Accident and Personal Liability. |
| **Leader’s Signature: Dated:** |

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| **HAZARD and RISK ASSESSMENT** |
| **Potential Hazards and Risks:**  **Travel:**  By private vehicle or Public Transport. Observe Rules of the Road and Public Transport Rules and Regulations.  **OUMNH:**  The Museum is an old building.  There are numerous steps. There is a passenger lift that connects the Lower Ground, Ground, and First Floors. The lift is located very close to the accessible entrance and wheelchair-accessible toilet. The lift entrance is 80cm wide. The lift will accommodate wheelchairs although it is not large enough for wheelchairs to turn within it. All lift buttons are at an accessible height for wheelchair users. The lift has tactile buttons, audio and visual information, and a hearing loop. There is a handrail on one side of the lift.  There are accessibility options. Please see [ACCESSIBILITY | Oxford University Museum of Natural History](https://oumnh.ox.ac.uk/accessibility-information#collapse4225226). As there are steps to the Earth Collections it will not be suitable for those unable to negotiate stairs. However, if there is a need, part of the collections can be brought up to a larger, accessible area. When booking please let me know if you cannot manage the stairs and I will ask Dr. Swaby to set up in an accessible area. If this is the case, then all attendees will be in this area to view the collections.  The floor of the Museum is predominantly tiled. There is some carpet in the centre aisle of the Main Court and there are wooden floors in the Ellen Hope Gallery (the First Floor entry/exit to the lift).  Please note that the Museum is an historic building, meaning that floors and staircases can be uneven in places. This particularly applies to the south staircase (see [access map](https://oumnh.ox.ac.uk/sitefiles/access-map-pdv-v1-23.pdf)).  Please observe any signs and Health & Safety advice provide for this public building. |
| **Leader’s Signature: Dated:** |