

# RISK ASSESSMENT FORM

Activity/Task: Planned school visit



HAZARDS	RISK RATING (High, Med, Low)	CONTROLS
Fire.	L1 x C4	<i>A trained first aider is always on duty at the museum.</i>
Damage to and from glass cases	L2 x C3	Standard Evacuation Procedure. Ensure teachers are informed of Fire Evacuation procedures. Fire alarm is linked to the Fire brigade.
Stairs, trips	L2 x C2	Assistant and school adult supervision. Glass is toughened or covered with safety film.
Children going outside, wandering off, abduction, assault	L1 x C4	Children to be warned in briefing not to run in museum.
Danger from other museum users	L1 x C4	Appropriate briefing by staff on arrival and ensure compliance with instructions. No children should leave the building unless supervised by school and museum staff.
Open doorways to private areas, giving access to unquantified dangers	L1 x C4	The museum is open to the public during school sessions with museum assistants on duty at the reception desk, and patrolling through the museum; with CCTV access on the front desk (recorded at the Council CCTV Control Room). Museum staff are CRB-checked.
Children handling items eg irons, shell	L1 x C3	Routine locking of private area doors
Heat exhaustion	L1 x C4	Warnings from demonstrator on specific hazards. Children may handle a small number of items in the session, possibly in the Victorian kitchen and possibly including military/regimental items (depending on the session). The children will be under close supervision by museum staff and school adults (who will be briefed on their supervisory duties) at all times whilst handling artefacts.
General	L1 x C3	Education Room is air conditioned. Water is available.
		Lights fitted in park; CCTV coverage
		All museum staff are CRB Checked.
		The Museum recommends that teachers visit in advance to identify hazards specific to their charges eg phobias, special needs, and that these are notified to the museum staff before the visit takes place.

**PEOPLE AT RISK:**

Tick appropriate box(s)

Employees

Non Employees

**SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk**

- 1) **Before Starting Work:** Schools to provide details about children with special needs in advance of visit; teachers to try to visit Museum before the event.
- 2) **Safe Working:** briefing to be held outlining simple dos and don'ts. Guidelines given out for school adults for supervision of children handling original museum objects.
- 3) **Upon Completion:** Any H & S concerns on the part of the school to be raised with the museum

**Overall Task Residual Risk** (High, Med or Low) After Implementing Control Measures    **LOW****Are the Risks Adequately Controlled**                      **Yes** (If No This Activity **Must Not Take Place**. Contact Health, Safety & Welfare for further advice)

Assessor Name:    **N Wickenden**                      Signature                                            Date: **5 Mar 2012**

Date Communicated to Staff:

**RISK ASSESSMENT REVIEW****ADDITIONAL CONTROL MEASURES:****Are Employees Complying**                      **Yes / No****Have Any New Hazards Been Identified**                      **Yes / No****Are the Risks Adequately Controlled**                      **Yes / No**If No This Activity **Must Not Take Place**. Contact Health, Safety & Welfare for further advice

**REVIEWED BY:**    **Signature:**    **Date:**

Date Communicated to Staff (if findings different):