

# RISK ASSESSMENT FORM

## Activity/Task: Local History – Learning Session

| HAZARDS   | CONTROLS  | RISK RATING<br>(Numeric rating<br>Low, Acceptable,<br>High,<br>Unacceptable)                      |
|---|---|---|
| <b>Object handling – minor injuries</b>   | Demonstrator to warn of specific hazards at start of session. Children to be supervised throughout activity by museum and school staff. In the event of injuries refer to first aider.  | L2 x C2   |
| <b>Museum – General</b><br><br>Fire<br><br>Damage to and from glass cases<br><br>Stairs, trips<br><br>Children going outside, wandering off, abduction, assault<br><br>Danger from other museum users<br><br><br><br>Open doorways to private areas, giving access to unquantified dangers<br><br>Heat exhaustion | <i>A trained first aider is always on duty at the museum.</i><br><br>Standard Evacuation Procedure. Ensure teachers are informed of Fire Evacuation procedures. Fire alarm is linked to the Fire brigade.<br><br>Assistant and school adult supervision. Glass is toughened or covered with safety film.<br><br>Children to be warned in briefing not to run in museum.<br><br>Appropriate briefing by staff on arrival and ensure compliance with instructions. No children should leave the building unless supervised by school and museum staff.<br><br>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 all DBS certified.<br><br>Routine locking of private area doors<br><br>Education Room is air conditioned. Water is available. | L1 x C4<br><br>L2 x C3<br><br>L2 x C2<br><br>L1 x C4<br><br>L1 x C4<br><br>L1 x C3<br><br>L1 x C3 |
| <b>Oaklands Park – General</b><br><br>Vehicles on entrance road and in car park<br><br>Play equipment – swings, climbing frames, slides etc – trips, falls<br><br>Dogs – bites, fouling   | <i>The museum cannot take responsibility for the safety of children in the park</i><br><br>School staff to supervise children and ensure they do not play on road or in the car park.<br><br>School staff to supervise children and deal with incidents as appropriate<br><br>Dog walkers are asked to keep their dogs under control or on a leash, and to clear up any fouling. Dogs are not permitted in the play areas.  | L1 x C4<br><br>L2 x C3<br><br>L1 x C4   |

### 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:

- School to make museum aware of any specific needs, allergies, access requirements etc on booking form.
- School staff to carry out a pre-visit if possible and contact the museum in advance of their visit with any concerns or queries.

#### 2) Safe Working:

- Museum staff to give safety briefing at the start of the session.
- Museum and school staff to supervise children throughout their visit and ensure safety rules are being adhered to.

**3) Upon Completion:**

- School to raise any health and safety concerns with museum.

**Overall Residual Risk (Subjective Assessment of Overall Risk) After implementing control measures;**  
*(High, Med, Low) : Low*

**Are the Risks Adequately Controlled: Yes** (If No This Activity **Must Not Take Place.** Contact Health,  
Safety & Welfare for further advice)

**Assessor Name: Caroline Hammer Date: 8/1/2020**

**Date Communicated to Staff: 8/1/2020**

**RISK ASSESSMENT REVIEW Date:**

**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:**