

# RISK ASSESSMENT FORM

## Activity/Task: Toys Through Time – Learning Session

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