

RISK ASSESSMENT FORM

Activity/Task: Victorian Home – Learning Session

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

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 <u>Must Not</u> Take Place. Contact Health, Safety & Welfare for further advice
REVIEWED BY:	Signature:	Date:
Date Communicated to Staff:		