

Risk Assessment Summary Form

Activity/area covered: school and community group visits

Completed by: Marina Castledine

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Updated by Jack Shoulder and Niamh Pearce 29/08/2016

List of Activities/Hazards (e.g. lone working, display screen equipment, slips and trips, falls from height etc)	Who might be harmed and how (e.g. employees, visitors etc) (e.g. upper limb disorders, strains, fractures, etc)	Risk rating LO x PS e.g. 3 x 2 = 6	List existing controls in place	List further controls needed	Action by when	Action to be taken by	Done
All stairways and steps	All visitors and staff Slips, trips and falls Items falling from stair wells and rotunda	2x2=4	Use of handrails. No running No climbing on stonework of rotunda Adequate adult supervision	Contact nearest member of museum staff in case of accident/emergency			Yes to all.
Lifts	All visitors and staff Moving parts Automatic doors Do not use lift in the event of fire.	1x1=1	Schools to provide Adequate adult supervision Maximum lift capacity stated in lift.				
Inappropriate behaviour Children could wander off	School pupils	4x1=4	Schools to provide Adequate adult supervision CCTV	School responsible for head counts Awareness of stranger danger Contact member of museum staff with any concerns			
Toilets	All visitors and staff Slips and falls especially on wet floors Unable to lock/ unlock doors Misbehaviour Contact with discarded sharps/other waste	1x2=2	Schools to provide Adequate adult supervision Daily check by FOH staff	Toilets cleaned and inspected regularly by Museum staff Locks able to be opened from the outside by Museum staff.			

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Exhibition Galleries	All visitors and staff Slips, trips, collisions Damage to paintings/displays Occasionally -Hands on exhibits – contact with push button/live parts in some temporary exhibitions Climbing on displays	2x1=2	Schools to provide Adequate adult supervision Daily check by FOH staff	Adequate adult supervision Contact nearest member of museum staff if any problems occur. Use of sketch books/pencils only in the Gallery.			
School activities	Use of art and craft materials including scissors Slips on spills Damage to paintings from sharp objects, pencils, clip boards All visitors and staff Slips, trips, falls, collisions. Damage to displays Paper samples - risk of choking Climbing on displays Jumping from benches Trapped fingers - gates & drawers Walking into open drawers Bumped heads All visitors and staff	2x2=4	Schools to provide Adequate adult supervision All spills cleaned up immediately Rooms cleaned daily Round tipped scissors used Non toxic glue Non toxic paint				
First Aid	First aid kits provided in all learning spaces, with green first aid sticker on the cupboard it is stored.						

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Child Protection	Isolated children could be vulnerable to the attentions of members of the public.	1x4=4	Schools to provide Adequate adult supervision. All Gallery staff working with Children will be CRB checked. Gallery staff patrol all areas.	Anyone behaving suspiciously will be asked to leave immediately.			
Doors	Could be bumped by automatic door at entrance Trapped fingers in all doors All visitors and staff	2x2=4	Visibility signage on glass in doorways Keep doors ways clear All doors have extra generous rubber sealant And close slowly. Adequate adult supervision				

LO = Likely occurrence PS = Potential Severity

Date for next review: August 2017