



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	Compose it workshop at Market Hall Museum
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Service	Communities	Team / Section	Learning and Community Engagement (LaCE)		
Assessment Date	03/04/2020	Review Date	01/01/2020	Reference Number	LaCE

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
All activities.	Risk to: Visiting members of the public.	Visiting adults briefed by LaCE staff before they begin activity. Guardians/Teachers asked to be vigilant in their supervision of children at all times	Low.	Where there is a particular risk with the activity not covered here separate risk assessment to be carried out Staff to carry out a check of the building before activities start to assess any other risks Please also see BUILDING risk assessments and fire procedures.	RF	
General Activities in the museum						

1. Uneven floor Particularly on the first floor of the museum	Tripping <i>Risk to:</i> visiting adults and children, LaCE staff, Market Hall staff	Warn visitors and staff as necessary	Low.	None.		
2. Wet floor (if raining/snowing)	Slipping <i>Risk to:</i> visiting adults and children, LACE and Market Hall staff	<ul style="list-style-type: none"> Warn visitors and staff Ensure 'Wet floor' signs are put out when needed Mop floor as necessary 	Low.	None.		
3. Stairs	Tripping or slipping <i>Risk to:</i> visiting adults and children, LACE staff, Market Hall staff	<ul style="list-style-type: none"> Warn visitors and staff Market Hall staff to ensure necessary precautions eg gripper strip on edge of steps, are taken 	Low.	None.		
4. Slippery floor following cleaning	Tripping or slipping <i>Risk to:</i> visiting adults and children, LACE and Market Hall staff	<ul style="list-style-type: none"> Warn visitors and staff Ensure 'cleaning in progress' signs are put out as necessary As standard practice daily cleaning of museum completed before opening to the public 	Low.	None.		
5. Stools/seats/benc hes without backs	Falling backwards <i>Risk to:</i> visiting children and adults	Warn children and adults before they sit down, ensure children are sitting on the stools correctly (ie not swinging on them)	Low.	None.		

6. Lifting heavy boxes/moving tables	Back injury <i>Risk to:</i> LaCE staff, Market Hall staff	<ul style="list-style-type: none"> Minimise weight in boxes Use sack trolley and lift to move boxes and tables Ask for help when necessary 	Low.	None.		
7. Fire	Fire alarm sounds <i>Risk to:</i> all	<ul style="list-style-type: none"> LaCE staff/Market Hall staff to adhere to the Fire risk assessment for Market Hall Front of House staff act as Fire Wardens for Market Hall Museum Staff to gather at the fire evacuation point in the Market Square 	Low.	None.		
11. Access lift and automatically opening door	Physical injury from door opening or fingers being trapped in the door <i>Risk to:</i> all	<p>Children discouraged to use lift unless they have mobility issues</p> <p>Lace staff to remain vigilant at all times</p> <p>Young children not to be left unaccompanied by the responsible adult.</p> <p>Staff to refer to the Market Hall public opening risk assessment.</p>	Low.	None.		
12. Automatic opening front door	Risk of pupils leaving the building without being observed <i>Risk to:</i> pupils	<p>Lace staff to make visiting staff aware of this risk.</p> <p>General museum staff and volunteers to be aware a school</p>	Low.	None.		

13. Members of public being in the museum	<p>Safeguarding risk</p> <p><i>Risk to: pupils</i></p>	<p>group is in the building and to remain vigilant at all times.</p> <p>Groups of pupils to be supervised when working independently or as a group in the museum.</p> <p>Lace staff to make visiting staff aware of this risk.</p> <p>General museum staff and volunteers to be aware a school group is in the building and to remain vigilant at all times.</p> <p>Lace, museum staff and volunteers have undertaken safeguarding training and to follow the HCW Safeguarding Policy.</p> <p>Groups of pupils to be supervised when working independently or as a group in the museum.</p> <p>Tapestry Gallery is temporarily closed to the public while the workshop is on</p>	Low.	None.		
Taking part in the Compose it Workshop						

Walking around the museum recording sounds	Tripping, not being aware of surroundings <i>Risk to:</i> pupils	Lace staff to make pupils aware of the risk. Lace and visiting staff to remain vigilant at all times and remind pupils when necessary.	Low.	None.		
Eating model magic/similar material	Illness from ingestion <i>Risk to:</i> pupils	Non-toxic materials bought to be used. Lace and visiting staff to remain vigilant at all times. Children of an age not likely to eat modelling materials.	Low.	None.		
Handling some objects from the handling collection						
Beeswax	Allergic reaction from handling or ingesting beeswax <i>Risk to:</i> all	Lace staff to ask if any pupils are allergic to beeswax before the start of the workshop. First aiders present in the museum. Pupils to wash hands after handling object.	Low.	None.		
Pinecone	Allergic reaction from handling <i>Risk to:</i> all	Pinecone to be dried before handling and be clear of any insects	Low.	None.		

Magnifying glass	<p>Injury in the instance the glass is shattered</p> <p><i>Risk to:</i> all</p>	<p>Lace staff to ask if any pupils are allergic to pinecones before the start of the workshop.</p> <p>First aiders present in the museum.</p> <p>Pupils to wash hands after handling object.</p> <p>Pupils to be made aware of to handle the object carefully and safely.</p> <p>Object is a replica and made to modern day safety standards.</p>	Low.	None.		
Replica spear head	<p>Injury to eye or body if not carefully shared</p> <p><i>Risk to:</i> pupils</p> <p>Bodily injury from re-enacting it's use</p> <p><i>Risk to:</i> pupils</p>	<p>Pupils to be made aware of to handle the object carefully and safely.</p> <p>Object is a replica and has blunt edges.</p> <p>Lace and visiting staff to remain vigilant at all times.</p>	Low.	None.		
Stone hand axe	<p>Cuts if not handled sensibly, bodily injury from re-enacting it's use</p>	<p>Object is not sharp although it is an original object.</p>	Low.	None.		

	<p><i>Risk to:</i> pupils</p>	<p>Pupils are to be made aware of how to handle the object carefully and safely.</p> <p>Lace and visiting staff to remain vigilant at all times.</p>				
Hat	<p>Infestation from shared wearing of the item (lice)</p> <p><i>Risk to:</i> pupils</p>	<p>The hat to have a removable skull cap that can be washed and replaced to reduce the risk of lice.</p> <p>Pupils asked not to try the hat on.</p>	Low.	None.		
Dragonfly specimen	<p>Reaction to chemical treatment of specimen</p> <p><i>Risk to:</i> all</p>	<p>Lace staff to instruct that the dragonfly specimen to be kept in the sealed box at all times and not be directly handled.</p> <p>Lace and visiting staff to remain vigilant at all times.</p> <p>Pupils to wash hands after handling object and before eating food.</p>	Low.	None.		
Egg shells	<p>Reaction to organic matter inside the shell</p> <p><i>Risk to:</i> all</p>	<p>Lace staff to instruct that the egg shell to be kept in the sealed box at all times and not be directly handled.</p> <p>Lace and visiting staff to remain vigilant at all times.</p>	Low.	None.		

Bird Feather	Allergic reaction from handling <i>Risk to: all</i>	Pupils to wash hands after handling object and before eating food. Lace staff to ask if any pupils are allergic to feathers before the start of the workshop. First aiders present in the museum. Pupils to wash hands after handling object.	Low.	None.		

Name of Assessor	Rebecca Coles	Signature	

Name of Manager responsible for activity / process	Emma Andrews	Signature	

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date	14/11/19		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	01/10/2020		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	48 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Risk Assessment(s) for (Activity/Process/Operation)	
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This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date
