



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)	Fossil Handling 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	01/01/2021	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						

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				
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 				
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 				
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 				

5. Stools/seats/benches without backs	<p>Falling backwards</p> <p><i>Risk to:</i> visiting children and adults</p>	<p>Warn children and adults before they sit down, ensure children are sitting on the stools correctly (ie not swinging on them)</p>				
6. Using scissors and sharp pencils during activities	<p>Sharp object in the eye/stabbing body</p> <p><i>Risk to:</i> visiting children and adults</p>	<ul style="list-style-type: none"> Point out hazard to children and adults before they begin the activity LACE staff/Market Hall staff to remain vigilant and make sure children understand the standards of behaviour expected 				
7. Swallowing materials	<p>Choking</p> <p><i>Risk to:</i> young children</p>	<p>Point out hazard to adults accompanying children under 8 before they begin activity. All children over 8 are generally past the age where they put things in their mouth</p>				
8. Lifting heavy boxes/moving tables	<p>Back injury</p> <p><i>Risk to:</i> LaCE staff, Market Hall staff</p>	<ul style="list-style-type: none"> Minimise weight in boxes Use trolley and lift to move boxes and tables Ask for help when necessary 				

9. Possible contact with equipment belonging to outside providers	Injury caused by equipment eg if sharp/heavy <i>Risk to:</i> visiting children and adults, LACE staff, Market Hall staff	Outside providers to be responsible for ensuring their equipment is safe and warning visitors and staff about any potential hazards				
10. 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 				
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 from using lift unless real physical need</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>				

12. Members of public being in the museum	<p>Safeguarding risk</p> <p><i>Risk to: Pupils</i></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 can be closed to the public for duration of workshop</p>				
13. Automatic opening front door	<p>Risk of pupils leaving the building without being observed</p> <p><i>Risk to: pupils</i></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>Groups of pupils to be supervised when working independently or as a group in the museum.</p>				

Handling Fossils						
Handling of Geological specimens	Injury or harm by mishandling of historic objects. <i>Risk to:</i> children, adults, staff.	<ul style="list-style-type: none"> • Ensure all historic objects are handled with care and always under staff supervision • All handling objects to be displayed on a table and children invited to handle items with care over the table to minimise risk from dropping heavy or fragile items. • Clear advice given to staff and visitors as to whether items are sharp, heavy or fragile before handling or moving. • Pupils to wash hands before eating food after handling geological specimens. 				

Name of Assessor	Rebecca Coles	Signature	

Name of Manager responsible for activity / process	Emma Andrews	Signature	
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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
