

## Workshops Risk Assessment Form

Date: 12/12/2007	Assessed by: Cat Lumb	Validated by: Mick Rooney	Location: General museum visits	Assessment ref no	Review date: 12.12.2010
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**Task / premises:**

Educational visits to the Museum. Visits will include use of Museum galleries and supervised use of the Discovery Centre.

Some groups will also use the Museum's lunch facilities.

School teacher/s in overall charge. Museum staffs leading the session are 'facilitators' only.

All accidents to be reported to a First Aider and reported accordingly.

This is a Risk Assessment for the venue, and there will need to be further details of the journey to the museum and any special needs of the group.

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of Public Space	Stairs: Slips trips and falls	Pupils, accompanying adults and museum facilitators.	Appropriate Health and Safety directions given as appropriate. Reasonable standards of cleanliness maintained. Any identified damages are reported to maintenance accordingly. Floor is kept clear of items. Hand rails are available on stairs. Lifts available if required. Appropriate supervision levels from accompanying adults. Any accidents are reported to first aider and recorded appropriately.	Low risk	T

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Using the lift	Trapping fingers in lift doors, getting stuck in lift	Pupils, teachers and museum facilitators.	Under 16's are not permitted to use the lift during school sessions unless accompanied by an adult. Appropriate supervision levels from accompanying adults. Emergency button in lift and radio.	Low Risk	T
Utilising the gallery space	Banging head under viewing cases Banging head into glass Tripping, falling	Pupils, teachers and museum facilitators.	Appropriate care and supervision levels given from accompanying adults. First Aider available. Gallery inspected daily by staff to comply with cleanliness and maintenance standards. Any accidents reported and recorded. Any hazards are clearly marked. Instruction on health and safety policies outlined.	Low Risk	T
Using tables and chairs in discovery centre	Tripping on table/chair legs in play and learn and in	Pupils, teachers	Warning provided as necessary. Care & supervision by accompanying adults, ratio as appropriate. First Aider available.	Low Risk	T
Using drawers in discovery centre	Trapping fingers,	Pupils	Warning provided as necessary. Care & supervision by accompanying adults. Member of the gallery on duty trained in first aid.	Low Risk	T

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Handling materials and equipment.	Cuts and/or accidents from handling objects	Pupils	Clear instructions on handling of all materials, supervision of activity. Care & supervision by accompanying adults, ratio as appropriate. First Aider always present in museum Instructions to wash hands thoroughly after handling any materials. Use of sharp and very small objects minimised. Non-toxic objects/materials/resources used. Objects and resources inspected and cleaned by staff as appropriate.	Low Risk	T
Attending Museum Session	Fire risks	Facilitators, Museum Staff, Students, accompanying adults	Instruction on fire evacuation procedures and means of raising the alarm are provided to Facilitators. Students are given verbal instruction on evacuation procedures on arrival. Annual fire evacuation practice carried out. Access to fire exits kept clear. Regular removal of combustible waste. Electrical equipment is kept away from combustibles and is switched off when not in use.	Med Risk	A
Further action					
Ongoing assessment of potential hazards. Continuous training of museum staff in risk assessment.					