**General Risk Assessment Form**

| **Date:**  01/09/2023 | **Assessed by:**  Jennie Aspinall | **Checked / Validated\* by:** | **Location:**  Manchester Museum | **Assessment ref no** | **Review date:**  01/09/24 |
| --- | --- | --- | --- | --- | --- |
| **Task / premises:**  General educational group visit to Manchester Museum, including museum galleries and public spaces.  **Activities may include:**   * Use of lunch facilities * Use of quiet room / prayer room * Use of public toilets   **Please note that:**  This is an internal risk assessment for the venue only.  It is the responsibility of the school teacher / group leader to carry out a risk assessment for their visit.  School teacher(s) / group leader(s) are in overall charge and must stay with the group at all times: Members of museum staff are facilitators only.  Guidance on recommended ratios for all trips can be found online: <http://www.museum.manchester.ac.uk/learn> | | | | | |

| **Activity** | **Hazard** | **Who might be harmed and how** | **Existing measures to control risk** | **Risk rating** | **Result** |
| --- | --- | --- | --- | --- | --- |
| Attending the museum | Fire risk  External threat or major event (e.g. on Oxford Road) | Pupils, teachers, accompanying adults:  Injuries caused by fire and smoke inhalation or evacuation procedure | * Trained gallery attendant staff (Visitor Team members) will provide appropriate instructions in case of emergency and will manage any evacuation * 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 switched off when not in use * Invacuation procedures are also in place to move visitors to safe areas in the building in the event of a major external incident | Medium | Adequate |
| Groups in public spaces | Lost child | Pupils:  Safety and safeguarding | * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Visitor-facing staff (Visitor team & volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication | Medium | Adequate |
| Use of and movement around public spaces including entrance | Wet / slippery floor due to weather / cleaning  Use of stairs  Free-standing artefacts  Display panels  Furniture | Pupils, teachers, accompanying adults:  Slips, trips, falls  Scrapes and bumps on edges | * Appropriate health & safety directions given as appropriate * Reasonable standards of cleanliness are maintained * Any identified damage or hazards are reported to museum staff / maintenance staff accordingly * Floors are kept clear of items and any educational resources are stored away from walkways * Handrails available on stairs * Lifts available if needed * Appropriate supervision levels from accompanying adults * Any accidents / incidents reported to member of staff / first aider and recorded appropriately * Free-standing | Low | Trivial |
| Using the lift | Automatic doors  Lift breakdown | Pupils, teachers, accompanying adults:  Trapped fingers  Getting stuck in lift | * Children under 16 are not permitted to use the lift during school visits unless accompanied by an adult * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Lifts have sensors on doors * Lifts maintained regularly * Lifts fitted with call buttons in case of breakdown | Low | Trivial |
| Use of and movement around galleries | Corners of display cases  Glass cases  Gallery furniture | Pupils, teachers, accompanying adults:  Banging into corners of display cases / gallery furniture  Banging head on glass or under viewing cases  Trips and falls | * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Galleries inspected daily by staff to comply with cleanliness and maintenance standards * Any potential hazards are clearly marked * Accidents and incidents are reported, recorded and monitored * Visitor-facing staff (Visitor Team) present on galleries * First aider available | Low | Trivial |
| Use of picnic area | Corners and edges, middle island, and furniture  Wet or slippery floors due to spills  Microwave | Pupils, teachers, accompanying adults:  Bangs and scrapes on edges of furniture  Slips, trips and falls  Burns | * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Groups and visitors are asked to report spillages to reception to ensure prompt cleaning can be arranged * Wet floor signs are provided * Regular checks are undertaken by visitor team and the area is monitored by cleaning staff during busy times * Microwave is Pat-tested and used only with adult supervision * First aider available | Low | Adequate |
| Use of toilets | Wet or slippery floors  Improper conduct | Pupils, teachers, accompanying adults:  Slips and falls  Safeguarding | * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Reasonable standards of cleanliness maintained * Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged | Medium | Adequate |
| Use of quiet room and prayer room | Furniture and resources  Improper conduct | Pupils, teachers, accompanying adults:  Slips, trips and falls  Safeguarding | * Care and supervision of children is the responsibility of teacher(s) / group leader(s) * Adult to child ratio guidance provided by museum * Reasonable standards of cleanliness maintained * Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged * Children under 16 are not permitted to use the quiet room or prayer room unless accompanied by an adult | Medium | Adequate |