**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 riskExternal 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 / cleaningUse of stairsFree-standing artefactsDisplay panelsFurniture | Pupils, teachers, accompanying adults:Slips, trips, fallsScrapes 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 doorsLift breakdown | Pupils, teachers, accompanying adults:Trapped fingersGetting 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 casesGlass casesGallery furniture | Pupils, teachers, accompanying adults:Banging into corners of display cases / gallery furnitureBanging head on glass or under viewing casesTrips 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 furnitureWet or slippery floors due to spillsMicrowave | Pupils, teachers, accompanying adults:Bangs and scrapes on edges of furnitureSlips, trips and fallsBurns | * 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 floorsImproper conduct | Pupils, teachers, accompanying adults:Slips and fallsSafeguarding  | * 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 resourcesImproper conduct | Pupils, teachers, accompanying adults:Slips, trips and fallsSafeguarding | * 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 |