

General Risk Assessment Form

Date: 08/02/2024	Assessed by: Amy McDowall	Checked / Validated* by: Hannah-Lee Chalk	Location: Manchester Museum	Assessment ref no	Review date: 08/02/2025
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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
- Use of the basement learning areas including teaching space and basement picnic area

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: <https://www.museum.manchester.ac.uk/learn/schools/> In summary, the minimum adult to pupil ratios that we request for school workshops is: 1:6 for Early Years & KS1; 1:8 for KS2, 1:15 for KS3, KS4 & Post-16. Note this excludes adults providing 1:1 support.

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	<ul style="list-style-type: none"> • 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

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
			<ul style="list-style-type: none"> During use of non-public areas by school group, an additional member of museum staff will remain with the group to ensure safe evacuation or invacuation in the event of a fire or other incident. They will have radio communication with the main Visitor Team. 		
Groups in public spaces	Lost child	Pupils: Safety and safeguarding	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. Visitor-facing staff (Visitor team & volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication Learning team members are DBS checked where their role involves regulated activity Learning team are trained in Child Protection and Safeguarding including appropriate conduct with children and vulnerable adults 	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	<ul style="list-style-type: none"> 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 objects are clearly marked and cordoned off 	Low	Trivial

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Using the lift	Automatic doors Lift breakdown	Pupils, teachers, accompanying adults: Trapped fingers Getting stuck in lift	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. 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	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. 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

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Use of toilets	Wet or slippery floors Improper conduct	Pupils, teachers, accompanying adults: Slips and falls Safeguarding	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. 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	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. 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
Use of teaching space (not public)	Furniture and resources Improper conduct	Pupils, teachers, accompanying adults: Slips, trips and falls Safeguarding	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. Reasonable standards of cleanliness maintained Teaching spaces are out of bounds and locked unless a member of museum staff is present Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged Any museum staff undertaking regulated activity as part of their role will be DBS checked, to be updated every 3 years 	Low	Adequate

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Handling materials and equipment	Sharp edges, very large/heavy or very small objects, harmful materials in items from museum collections, inappropriate learning materials	Museum staff, school staff, school pupils: Cuts and/or accidents; chemical injury	<ul style="list-style-type: none"> • Care and supervision of children is the responsibility of teacher(s) / group leader(s) • Adult to child ratio guidance provided by museum at https://www.museum.manchester.ac.uk/learn/primary-schools/ and https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/. • Clear instructions on handling of all materials, and supervision of activity, by MM staff • Use of sharp and very small or very heavy objects minimised. • Non-toxic objects/materials/resources used. • Objects and resources are inspected, cleaned and maintained by MM staff as appropriate • Museum staff may take additional measures if necessary, e.g. switching to a 'close looking but not handling' session with artefacts 	Medium	Adequate