

Risk Assessment Document

	Assessment No:	
Location: <u>Museum</u>	Department:	
Risk Assessor (Name): <u>Jo Ward</u>	Date:	<u>15/10/13</u>
Signature: _____	Telephone:	<u>01438 218883</u>
Work Activity for assessment: <u>School and group visits</u>		
Notes/additional information: _____		

Review Date: <u>September 14</u>	By	<u>Education officer</u>
	:	_____

RISK ASSESSMENT GUIDE

The assessment of risk is based on the probability of an event occurring that constitutes a risk to an individual, the environment or the Council.

THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (*sev*) AND LIKELIHOOD (*like*).

SEVERITY (*sev*)

- * major severity = death (e.g. multiple or single, including fatal disease) = **5**
- * high severity = severe permanent injury (e.g. paralysis, loss of limbs, blindness, chronic diseases) = **4**
- * medium severity = permanent injury (e.g. partial disablement, loss of digits, deafness, sight impairment) = **3**
- * moderate severity = temporary injury (e.g. fractures, non-fatal acute diseases, back injuries, deep cuts) = **2**
- * low severity = minor injury (e.g. minor cuts and bruises, irritation to eyes, skin, respiration) = **1**

LIKELIHOOD (*like*) of an accident/incident occurring

- * high frequency = common occurrence = **5**
- * high/medium frequency = regular occurrence = **4**
- * medium frequency = frequent occurrence = **3**
- * low frequency = possible occurrence = **2**
- * very low frequency = unlikely occurrence = **1**

RISK SCORE

The risk score is **SEVERITY x LIKELIHOOD**

e.g. a possible regular occurrence of permanent injury would be **high/medium frequency x medium severity** i.e. **4 x 3 = 12**

A high risk score will fall between **12 and 25** inclusive. Enter as **H**

A medium risk score will fall between **6 and 10** inclusive. Enter as **M**

A low risk score will fall between **1 and 5** inclusive. Enter as **L**

	5	5	10	15	20	25
	4	4	8	12	16	20
SEVERITY	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

LIKELIHOOD

Work Activity / Work Area	Significant Hazards	RISK (adverse effects)	Persons at Risk	Base Risk Assessment				Existing Control Measures	Risk Assessment with existing control measures				Action & Target Date (by whom/by when)
				<i>severity</i>	<i>likelihood</i>	<i>score</i>	<i>H M L</i>		<i>severity</i>	<i>likelihood</i>	<i>score</i>	<i>H M L</i>	
Arrival and entering the building	Stairs/changes in floor level	Tripping and/or falling. Cuts, fractures, head injury.	Teachers and pupils	2	2	4	L	Banisters have been installed on either side of steps down to museum entrance.	2	1	2	L	Teachers and group leaders to ensure safe use of stair area. Ongoing.
Cloakroom corridor and cloakroom outside lecture room	Coat hooks and heavy doors	Injury to head, face or fingers. Eye injuries.	Teachers and pupils	4	2	8	M	Explain hazards and encourage adult supervision.	4	1	4	L	Education Officer to explain hazards. Museum staff to help ensure safe use of galleries. Ongoing.

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				severity	likelihood	score	H M L		severity	likelihood	score	H M L	
General Museum visit	Reinforced glass and hard surfaces	Impact to head, face or limbs	Teachers and pupils	4	2	8	M	Explain hazards and encourage adult supervision of pupils.	4	1	4	L	Education Officer to explain hazards. Museum staff to help ensure safe use of galleries. Ongoing.
	Hinged panels and drawers	Impact to head, face or fingers. Crushing injuries.	Teachers and pupils	4	2	8	M	Explain hazards and encourage adult supervision of pupils. Gallery staff to ensure panels and draws are shut after use.	4	1	4	L	Education Officer to explain hazards. Museum staff to help ensure safe use of galleries. Ongoing.
	Hand-sets (listening posts)	Injury to head or limbs. Bruising, impact injuries.	Teachers and pupils	3	1	3	L	Explain hazards and encourage adult supervision of pupils.	3	1	3	L	Education Officer to explain hazards. Museum staff to help ensure safe use of galleries. Ongoing.

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	Heavy loose display items e.g. stocks and helmet	Injury to hands, feet, head. Cuts, crushing injuries.	Teachers and pupils	3	2	6	M	Explain hazards and encourage adult supervision of pupils.	3	1	3	L	Education Officer to explain hazards. Museum staff to help ensure safe use of galleries. Ongoing.
Schools Workshops in Lecture Room	Heavy objects e.g. flat irons	Crushing injuries to hands and feet. Impact injury to head. Cuts and bruises.	Teachers and pupils	3	2	6	M	Explain hazards and encourage adult supervision of pupils. Set and explain rules and regulations for handling of objects and ensure regulations are followed by adults and children.	3	1	3	L	Education Officer to explain hazards and ensure safety rules are followed. Ongoing.
	Objects with moving or sharp parts	Cuts, scratches, crushing injuries to hands and/or arms.	Teachers and pupils	2	2	4	L	Explain hazards and encourage adult supervision of pupils. Set and explain rules and regulations for handling of objects and ensure regulations are followed by adults and children.	2	1	2	L	Education Officer to explain hazards and ensure safety rules are followed. Ongoing.

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	Objects with trace toxic substances or organic irritants.	Poisoning, allergic reactions.	Teachers and pupils	4	2	8	M	Explain hazards and encourage adult supervision of pupils. Set and explain rules and regulations for handling of objects and ensure regulations are followed by adults and children. Encourage all participants to wash their hands after handling objects.	4	1	4	L	Education Officer to explain hazards and ensure safety rules are followed. All fabric items to be dry cleaned once a year to prevent infestations. Bug traps to be placed in store. Ongoing.
	Small objects	Choking, insertion into an orifice.	Pupils	5	2	10	M	Explain hazards and encourage adult supervision of pupils. Set and explain rules and regulations for handling of objects and ensure regulations are followed by adults and children.	5	1	5	L	Education Officer to explain hazards and ensure safety rules are followed. Ongoing.
	Heating/radiators	Burning	Teachers and pupils	2	2	4	L	Use fire guards when heating is in use. Explain hazards and encourage adult supervision of pupils.	2	1	2	L	Education Officer and Museum staff to ensure fire guards are used. Ongoing.

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	Stacked chairs and tables	Crushing injuries	Teachers and pupils	3	2	6	M	Ensure stacks are limited to 8 chairs or 4 tables high.	3	1	3	L	Education Officer and Museum staff to ensure furniture is properly stacked in Lecture Room. Ongoing.
Garden	Hard surfaces, twigs and branches, toxic plants, drug paraphernalia.	Needle stick injury, tripping/falling, injury to head, eyes or limbs, poisoning.	Teachers and pupils	5	2	10	M	Explain hazards and encourage adult supervision. Maintain garden and plant content. Regular patrol from police and drug awareness authorities.	5	1	5	L	Education Officer to explain hazards. Gardener to maintain plants and garden facilities. Police and drug officers to assess and address drug related issues. Ongoing.
Toilets	Hard surfaces, wet floors.	Slipping/falling, injury to head or limbs	Teachers and pupils	4	2	8	M	Explain hazards and encourage adult supervision of pupils. Gallery staff to check toilets regularly for hazards and take appropriate action.	4	1	4	L	Education Officer to explain hazards. Museum staff to ensure toilets are regularly checked and maintained.