

Risk Assessment Document

Assessment No:	
Location: Museum	Department:
Risk Assessor (Name): Kate Johnston	Date: 08/05/19
Signature:	Telephone: 01438 218883
Work Activity for assessment: School visits and use of lecture room	
Notes/additional information:	
Review Date: May 2020	
By Learning officer	

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

* high/medium frequency =

* medium frequency = frequent occurrence

* low frequency = possible occurrence

* very low frequency= unlikely occurrence

= 5

regular occurrence = 4

= 3

= 2

= 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**

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

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)
				severity	likelihood	score	H M L		severity	likelihood	score	H M L	
Arrival and entering the building	Stairs/ changes in floor level	Tripping and/or falling. Cuts, fractures, head injury.	Visitors	2	2	4	L	Banisters have been installed on either side of steps down to museum entrance.	2	1	2	L	Adults to ensure safe use of stair area.

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)
				severity	likelihood	score	H M L		severity	likelihood	score	H M L	
Cloakroom corridor and cloakroom outside lecture room	Coat hooks and heavy doors	Injury to head, face or fingers. Eye injuries.	Visitors	4	2	8	M	Explain hazards and encourage adult supervision.	4	1	4	L	Museum staff to explain hazards.
		Tripping and/or falling. Cuts, fractures, head injury		2	2								
Lecture Room	Heavy objects e.g. flat irons in some workshops	Crushing injuries to hands and feet. Impact injury to head. Cuts and bruises.	visitors	3	2	6	M	Explain hazards and encourage adult supervision.	3	1	3	L	Tidied away when not in use
	Craft equipment, for example scissors, glue, sewing needles	Risk of cuts, minor injury	Younger children	2	2	4	L	Tidy space and good adult to child ratios, age appropriate equipment	2	1	2	L	Adult supervision (museum staff to support where adults with children are struggling or unaware).

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)
				severity	likeliho od	re sco	H M L		severity	likeliho od	re sco	H M L	
	Small objects	Choking, insertion into an orifice.	Young children	5	2	10	M	Keep tidy, all small items out of reach of small children Explain hazards and encourage adult supervision.	5	1	5	L	As above
	Heating/radiators	Burning	Visitors	2	2	4	L	Explain hazards and encourage adult supervision of children.	2	1	2	L	Ongoing.
	Stacked chairs and tables	Crushing injuries	Visitors	3	2	6	M	Ensure stacks are limited to 5 chairs or 4 tables high. Signs displayed.	3	1	3	L	Learning Officer and Museum staff to ensure furniture is properly stacked in Lecture Room. Ongoing.
	Hot water (provided for lunch and listens, make it and afternoon teas)	Scalding	Visitors	4	2	8	M	Urn and pump pots only used for adult only events. Kept well maintained to ensure good flow and prevent frustration in use. Positioned sensibly on tables, away from the edge and risk of being knocked. Help visitors with mobility or dexterity issues by serving them with hot drinks, do not overfill cups when doing so.	4	1	4	L	

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)
				severity	likelihood	score	H M L		severity	likelihood	score	H M L	
								There is a first aid box stored in the lecture room for use by anyone hiring the space or staff where necessary					
Toilets	Hard surfaces, wet floors.	Slipping/falling, injury to head or limbs		4	2	8	M	Explain hazards and encourage adult supervision. Gallery staff to check toilets regularly for hazards and take appropriate action.	4	1	4	L	Museum staff to ensure toilets are regularly checked and maintained.
Vestry	Fire evacuation	Unable to escape in event of fire	All	5	3	15	H	Unlock fire exit as part of unlocking procedure	5	1	5	L	
	Hot water for drinks	Burns	All, but particularly young children	3	3	9	M	Make and drink hot drinks outside the lecture room.	3	1	3	L	
	Trips	Injury including breaks and sprains	All	3	3	9	M	Warn visitors to take care, put out tables and chairs on arrival. Leave buggies outside if there is a risk of crowding	3	2	6	L	