

West Cheshire Museums Risk Assessment

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| Assessor: Kate Harland | Date: Jan 15 |
| Activity: Schools Educational Visit | Location of Activity: Museum Galleries, Annexe, Car Park and Grounds. |

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|--|---|
| What are the main elements of the task? | Education Sessions / Teacher-led gallery time / Lunch-time |
| How frequently is the task carried out (or date of operation if infrequent task) | Daily term time |

| | What are the possible significant Hazards involved <small>e.g. fall from height, electrocution, cuts</small> | Staff at Risk | Others at Risk |
|---|---|---------------|--------------------------------------|
| A | Slips, Trips and Falls: displays / furniture / stairs / doorways / car park and grounds | Staff | School children / teachers / helpers |
| B | Accidents with activities | Staff | School children / teachers / helpers |
| C | Slips, Trips, Falls and Lock-ins: toilets. | | Children |
| D | Emergency situation or false alarm requiring emergency evacuation | Staff | School children / teachers / helpers |
| E | Safeguarding | Staff | Children |

| | Risk Rating by hazard identified above | Severity (1-5) 1: No injury 2. Minor injury (no time lost 3. Time lost (up to 3 days) 4. Time Lost (. 3 days) 5. Severe injury/death | Likelihood (1-5) 1. Rare 2. Unlikely 3. Probable 4. Very likely 5. Certainly | Risk Rating =Severity x Likelihood. 1-6 : Low 7-14 : Medium 15-25 : High |
|---|--|---|---|--|
| A | | 3 | 3 | 9 |
| B | | 3 | 3 | 9 |
| C | | 3 | 3 | 9 |
| D | | 5 | 2 | 10 |
| E | | 5 | 1 | 5 |

| Control Measures to be taken by hazard | |
|---|---|
| A | Pre-visit instructions sent out in advance re Supervision / Ratios / H&S and Safeguarding. Children supervised by schools staff at all times. |
| B | Pre-visit instructions sent out in advance re Supervision / Ratios / H&S and Safeguarding. Children supervised by schools staff at all times Museums-led activities have individual Risk Assessments |
| C | Pre-visit instructions sent out in advance re Supervision / Ratios / H&S and Safeguarding. Children supervised by schools staff at all times |
| D | Emergency evacuation co-ordinated by museums staff evacuation. |
| E | Safe Recruiting in place and staff trained in Safe Working Practices |

| | Risk Rating by hazard identified above after Control Measures Taken | Severity (1-5) 1: No injury 2. Minor injury (no time lost 3. Time lost (up to 3 days) 4. Time Lost (. 3 days) 5. Severe injury/death | Likelihood (1-5) 1. Rare 2. Unlikely 3. Probable 4. Very likely 5. Certainly | Risk Rating =Severity x Likelihood. 1-6 : Low 7-14 : Medium 15-25 : High |
|---|--|--|--|---|
| A | | 3 | 1 | 3 |
| B | | 3 | 1 | 3 |
| C | | 3 | 1 | 3 |
| D | | 1 | 1 | 1 |
| E | | 5 | 1 | 5 |

Is activity now safe to proceed?

Y

Are there long-term or other measures that could be taken to reduce risk even further e.g. training?

N

| Managers Log | Name: | Date |
|-----------------------------------|---------------------|----------------|
| Further Action to be Taken | BY Whom | By When |
| Re-evaluation | Kathryn Ravenscroft | Jan 16 |