

Trowbridge Museum Risk Assessment Form

Workshop: General Risk Assessment (to accompany workshop specific forms)

Description of Hazard	Hazard Rating	Risk Rating	Control Measures - Museum	Control Measures - School
Fire in the building	A	3	1: Museum has fire certificate 2: Staff are trained in fire safety 3: Staff and volunteers are briefed on fire procedures.	
Electrical hazards	A	3	1: All museum equipment is tested 2: Staff are trained in emergency procedures	
'Stranger danger' The museum is open to the public during school visits	A	3	Museum staff and volunteers are briefed to be alert to this danger	Groups should be accompanied by an adult throughout their visit
Trips and falls using the staircase	B	3	1: The steps are painted white so they stand out and there is a hand rail. Children will be reminded to take care on the staircase when they leave. 2: A lift is available for any adults or children that have mobility issues.	Ensure that children use the staircase sensibly and walk up and down it.
Injury from machinery	B	3	All machines are now static models only. Those that have parts that could cause minor injury have barriers. Children should always be supervised when looking at machinery and warned to be careful when moving around machines.	
Injuries whilst moving round the museum – bumps, trips and falls	C	2	1: Machinery/Exhibits - Children will be told not to run in the museum and to concentrate as they walk around the museum.	Children should be accompanied by an adult.

Hazard Rating A = death or major injury B = injury likely to require time off work/school C = minor injury

Risk Rating 1 = extremely likely to occur 2 = likely to occur 3 = slight chance of occurrence

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			<p>2: Glass fronted cabinets – be careful not to bump into glazed cabinets.</p> <p>3: Children should always be accompanied when they are walking around the museum.</p> <p>4: Any trip hazards are indicated with signs, tape, etc.</p>	
Medical conditions	Varies	Varies	Access to support from shopping centre	School staff should ensure that medical conditions are known and that essential medicines are brought to the museum
Child Protection	A	3	Education staff and volunteers have enhanced DBS checks.	School should ensure that all accompanying adults are DBS checked
Covid-19	B	3	<p>1: School pupils and accompanying adults will be encouraged to hand sanitise on arrival. Hand sanitiser will be available.</p> <p>2: Activity spaces are well ventilated.</p> <p><i>Covid-19 control measures will be updated according to Government guidelines.</i></p>	
<i>Workshop specific risks – See workshop risk assessment sheets</i>				

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