

Hastings Borough Council - risk assessment template 1

SECTION: Hastings Museum & Art Gallery	ACTIVITY / TASK / LOCATION: Facilitated School/Group Formal Learning Session		
ASSESSED BY: D Etherington & C Moon		DATE: 03/01/2019	REVIEW DATE: 03/01/2020

See the guidance on Sharepoint on how to complete this form. The following risk 'heat map' will help you to score your risks:

Severity →	1 Trivial/ None	2 Minor	3 Lost time (<7 days)	4 Lost time (>7 days)	5 Major/Fatal
Likelihood ↓					
1 Remote	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Certain/ Almost Certain	5	10	15	20	25

Green = Low Risk

Yellow = Medium Risk

Red = High Risk

For some examples, see

<http://www.hse.gov.uk/risk/casestudies>

List <u>significant</u> hazard and harm	List persons at risk	Controls currently in place	Risk Rating after controls (L,M,H)	Action – what, by whom,	By when	Date completed and initials
Slips trips and falls	Children Group Leader General Visitors Volunteers Museum Staff	<ul style="list-style-type: none"> Surplus equipment and resources tidied away Care to be taken with setup and clear down Clear instruction issued during activities Visitors asked not to run while in the building Visitors asked to use handrails when required 	Medium	Set up and clear down of activities on the same day – Visitor Service Assistants (VSA) / Museum Learning Officer (MLO) VSAs/MLO issue instructions to groups on how to move around the building	On-going	CM

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Object handling	Children Group Leaders Volunteers Museum Staff	<ul style="list-style-type: none"> • Museum staff or volunteers to supervise handling activities. • Group leaders to manage children's behaviour • Children and group leaders asked to follow handling instructions • Heavy or sharp items to be given extra attention and care 	Low	Appropriate items chosen, and packaging used	On-going	CM
Use of electrical equipment	Children Group Leaders Volunteers Museum Staff	<ul style="list-style-type: none"> • All electrical equipment PAT tested • Visual inspection of electrical equipment before being used in the session. 	Low	MLO to monitor	On-going	CM
Safeguarding issues	Children Group Leaders General Visitors Volunteers Museum Staff	<ul style="list-style-type: none"> • Safeguarding and child protection policies in place and followed • All staff and volunteers receive safeguarding training • Relevant staff and volunteers DBS checked • All staff and volunteers not to be unsupervised with children, young people or vulnerable adults • Group adults to remain with their children throughout the visit 	Low	All staff to follow safeguarding procedures Group leaders to supervise children moving around the building	On-going	All

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		<ul style="list-style-type: none"> • Photo permission slips completed and retained if any images taken 				
Emergency evacuation of building	Children Group Leaders General Visitors Volunteers Museum Staff	<ul style="list-style-type: none"> • Evacuation plan and training in place. • Escape routes, muster point and extinguishers clearly marked/identified • Fire alarm tested weekly and annual fire audits 	Medium	NA	NA	DE 01/2019

I confirm that I have reviewed and agreed the above risk assessment and action plan. Signed (Manager): D Etherington Date:03/01/2019