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| --- | --- | --- | --- | --- | --- | --- |
|  | Severity | | | | | |
| Likelihood |  | 1 | 2 | 3 | 4 | 5 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

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| **Risk Assessment Template** |

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| Activity Description:  The Herbert - General gallery visits by learning groups - All galleries, LS1,2 & 3 , Studio & Medieval Undercroft | | |
| Assessment Conducted By: Nicky McIntosh | Location: The Herbert | Date: November 2018 |

| **Hazards** | **Who & How Might People Be Harmed?** | **Existing Control Measures in Place** | **Current Risk** | | | **Additional Control Measures** | **Residual Risk**  **After additional**  **control measures** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S** | **L** | **RRN** | **S** | **L** | **RRN** |
| Automatic doors / access | All participants- doors open slowly – easy to walk into | Signage on doors | 2 | 3 | 6 | Improve opening of doors - check frequently by duty manager | 2 | 2 | 4 |
| Walking around the Museum - Trip hazards, including uneven floors, rope barriers, wet floors & exhibits. | All participants- trips & slips.  Risk banging/ walking into, tripping – low hanging leaflet holders specifically to young children | Clear walkway areas and access to interactive areas without barriers  Front of house regular checks of display area  Signage for wet floors | 2 | 3 | 6 |  |  |  |  |
| Stairs & lifts | All participants – falls, trapped fingers | Lifts regularly maintained. All stairs have handrails. Visitors encouraged to walk not run and keep fingers away from lift doors. | 3 | 2 | 6 |  |  |  |  |
| Fire | All participants – risk of being trapped in a fire | HAGM fire evacuation procedures in place. Regular drills  Clear exit points maintained an d pathways kept clear | 5 | 1 | 5 |  |  |  |  |
| Lift up displays | All participants -heavy, could result in dropping, straining, sharp edges – could result in cuts | Most have had edges filed, foam etc. added to lift up displays to limit trapping of fingers.  Regular checks by front of house team | 2 | 1 | 2 |  |  |  |  |
| Open display objects – | All participants - if become broken, particularly clay objects, could result in cuts)  Clothing / helmet to try on – could become stuck, certain items heavy and could result in injury if dropped | Regular checks for any damage to handling objects / interactive displays  Front of house staff regular checks  School supervisory staff to monitor their children | 2 | 1 | 2 | Removal / change of any damaged objects | 2 | 1 | 2 |
| Spring loaded interactives e.g. misericord | All participants - could fall, may find heavy, could result in trapped fingers if dropped | Many have slow release mechanisms, or have foam covered in areas of risk | 2 | 2 | 4 |  |  |  |  |
| Reachable displays non interactive - | All participants - risk of misuse and catching of hands / fingers) some examples include – handloom, dentist chair, lathe, entrance barrier in modern section | Most have please do not touch signs and include a barrier or plinth area to limit access.  School supervisory staff to monitor their children  Staff in galleries to be vigilant to unauthorised handling. | 2 | 2 | 4 |  |  |  |  |
| Plug sockets floor and wall – | All participants - trip hazard if not down properly, electrocution if misused | Where appropriate, plug covers used  Regular checks that covers are in place | 3 | 2 | 6 | If required attach tape over sockets  FOH to check galleries regularly | 2 | 1 | 2 |
| Wires/leads –  from headphones, oral history handsets, magnifying glasses etc. | All participants - trip hazard | Staff in galleries to monitor  School supervisory staff to monitor their children | 2 | 3 | 6 |  |  |  |  |
| Air conditioning units in galleries -(infrequent) | All participants | Wires to be tucked away  F.O.H. monitoring | 2 | 1 | 2 |  |  |  |  |
| Leaflets storage | All participants-(loose stored leaflets could fall onto floor and become a trip hazard) | Monitoring and general tidying of area Leaflets displayed in stands/boxes  F.O.H. monitoring | 2 | 3 | 6 |  |  |  |  |
| Lost children – child separated from rest of group | Children | HAGM Lost Children procedure.  Radio contact between all front of house Museum staff. | 2 | 1 | 2 |  |  |  |  |
| General public | Children – risk from other adults e.g. abduction, abuse | Museum staff and Learning team are DBS checked where appropriate.  Teachers to remain with their groups at all times.  Safeguarding Children & Vulnerable Adults Policy in place, including staff code of conduct.  Museum Assistants on patrol in galleries.  CCTV throughout the Museum. | 5 | 1 | 5 |  |  |  |  |
| Medical Emergency | All participants - injury or illness | Qualified First Aiders usually on site.  Teachers advised to bring their own first aider.  First Aid boxes in easily accessible places.  Radio contact between all staff. | 3 | 2 | 6 |  |  |  |  |
| general craft materials and equipment e.g. glue, paints, modelling clay and scissors | All, but particularly children through ingestion/cuts | The use of materials and equipment will be explained to participants before activity commences.  Any additional supervision will be determined in advance.  The COSHH safety guidelines for any materials used will be checked in advance. Materials will be child friendly and non-toxic.  Participants will be encouraged to wash their hands afterwards.  Children to be supervised by their accompanying adults at all times. | 1 | 2 | 2 |  |  |  |  |
| Costumes | Children – reaction to washing powder used to wash costumes | Only Non-biological detergent used to wash dress up costumes. Costumes only worn over top of clothing. | 1 | 1 | 1 |  |  |  |  |
| Handling objects and activity materials (during learning sessions) | All participants – cuts, splinters, impact if dropped, trapped fingers, trips | Learners are given clear instructions on handling objects. Gas Mask has been made safe. Museum Learning staff will be present at all times during handling session. Any loose parts kept in trays and children asked to keep working areas tidy | 3 | 1 | 3 | Handling objects and activity materials checked on a regular basis for any damage or loose parts. | 2 | 1 | 2 |
| Sculpture play area | All and children - floor covering could result in a trip hazard, corners of shelves could result in bangs on toddlers heads, sponge shapes – trip hazard when strewn over gallery floor | Sponge shapes kept tidy by FOH staff,  Corner protectors added to many corners e.g. of benches,  Adult supervision  F.O.H. monitoring | 2 | 3 | 6 |  |  |  |  |
| Elements Gallery | All participants - Longwave ultraviolet light & occasional flashing lights | Warning sign at entrance to the gallery | 2 | 1 | 2 |  |  |  |  |
| Medieval Undercroft | All participants  Trip hazards – steep stairs on way down and small section of steps within the undercroft can be slippery due to damp conditions  Uneven floor surface  Low level lighting – risk of banging into each other  Low Temperature | Verbal warning & precautions introduction including instructing use of handrails and pairing  Workshop leader to lead at all times, adult remains at rear of group.  Tell children steps opposite entrance are out of bounds.  Stop at internal steps and guide children through individually.  Limit numbers to 24 max.  Close supervision of group.  Leave outer door open  Numbers limited to 24. Area closed off to prevent others joining, but fire escape accessible.  Torch carried by workshop leader.  Temperature is cool, time will be limited to no more than 20 mins.  Main entrance is the only emergency exit, keep accessible at all times. In case of emergency follow clearly labelled exit signs upon instruction of workshop leader. | 3 | 2 | 6 |  |  |  |  |
| Learning space 1, 2 and 3 & Studio | All participants  -Trapped fingers in entrance doorway.  Tripping on bags and coats or equipment  Electric sockets | Verbal warning that door is heavy – hold open until everyone is in the room  Store items safely away from main activity area.  Sockets are covered at all times. | 2 | 3 | 6 |  |  |  |  |
| Toilets - | Children - Children using toilets alongside the general public. Downstairs toilets are single sex. | Unisex toilets available upstairs with individual cubicles  School supervisory staff to direct children to upstairs, unisex toilets. | 1 | 1 | 1 |  |  |  |  |
| Lunch Space -  (Potential trip hazard from seating, bin, refuse) | All participants | Ensure that area is left clean and tidy | 2 | 3 | 6 |  |  |  |  |
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| Submission | | |
| I accept that this risk assessment is adequate and appropriate and that this activity will be conducted in accordance with this risk assessment, implementing the control measures outlined above. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety. | | |
| Assessor  Nicky McIntosh | Signature | Date |
| Line / Event Manager  Francis Ranford | Signature | Date |
| Indicate others involved in the preparation of this risk assessment.   * For in-depth aspects of the **History Gallery** specifically refer to **L.RA.2012-2** * For in-depth aspects of the **Godiva Gallery** specifically refer to **L.RA.2012-4** * For in-depth aspects of the **Peace and Reconciliation Gallery** specifically refer to **L.RA.2012-5** * For in-depth aspects of the **Elements Gallery** specifically refer to **L.RA.2012-6** * For in-depth aspects of the **Art Since 1900 Gallery** specifically refer to **L.RA.2012-7** * For in-depth aspects of the **Sculpture Gallery** specifically refer to **L.RA.2012-8** * For in-depth aspects of the **Old Masters Gallery** specifically refer to **L.RA.2012-9** * For in-depth aspects of **LS1, LS2, LS3** specifically refer to **L.RA.2012-A-C**   For in-depth aspects of **History Sessions, Science Sessions or Art Session** specifically refer to **L.RA.2012-10-14** | | |

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| **Monitor and Review Controls** | | | | |
| Complete during and / or after the activity. | | | Yes | No |
| Are the planned control measures sufficient and effective in minimising the level of risk? | | |  |  |
| Have there been any changes to the planned control measures? | | |  |  |
| Are further control measures required in future? | | |  |  |
| Details | | | | |
| Review completed by - Name | Signature | Date | | |