

**Occupational Health, Safety and Welfare - Risk Assessment**

<b>Risk Assessor:</b> Chris Jarvis / Sarah Lloyd	<b>Area/Department:</b> Public Engagement	<b>Ref No:</b>	
	<b>Signature:</b>	<b>Date:</b>	01/01/2019

**Summary description of tasks to be undertaken** Risk Assessment for self-guided and taught school groups

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however this task maybe delegated to a competent person or persons within the department  
The Line manager must counter sign at the bottom to approve the risk assessment.  
(The Assessor should be competent in his/her knowledge of the activity, process and trained in risk assessment techniques)*

Ref	Identify		Evaluate			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Raw Risk Rating				Current Risk Rating			
			L	S	R		L	S	R	Additional actions required to reduce risk.
1	Uneven and wet floors and steps: Slips, trips and falls	Students accompanied by visiting adults	3	2	6	Annual safety inspections and six monthly reviews carried out. Any publically accessible area undergoing cleaning, maintenance or other activity likely to cause risk is cordoned off and appropriate signage used. All school groups are pre - booked and SEN children and children with mobility issues identified to Front of House and public engagement staff. All groups met by a member of staff and are told not to run or climb in the building and given information about safe evacuation procedures Front of House staff monitor all visitor behaviour All visiting groups are accompanied by supervising adults. A ratio of 1 responsible adult to supervise a maximum of 10 students under the age of 12 is required. Older students may be supervised by fewer adults at the discretion of the public engagement staff. Children with mobility issues are accompanied by supervising adults on the upper galleries to assist in case of evacuation. The lift has additional alternative power supply in case of power failure and emergency stair evacuation chairs are installed. Staff are trained in their use on the upper levels. Students using the toilets are effectively supervised by visiting adults. Any access to areas outside of general public accessibility to be supervised by a member of public engagement staff and adhere to health and safety guidelines of Collections Managers and the Facilities Manager. The required number of trained First Aiders are on site during any visit. A suitably stocked first aid kit is kept at reception. All accidents and incidents are reported to Front of House and entered into the incident book. These are fully investigated, reported and any suitable remedial actions taken to ameliorate further risk.	2	2	4	
2	Glass cases and shap objets: cuts	Students accompanied by visiting adults	2	4	8	Any specimens in glass containers used in schools sessions are only handled by public engagement staff. If breakages occur a member of staff cordons off the area and disposes of the potentially hazardous material.	1	4	4	
3	Electrically powered equipment: electric shock	Students accompanied by visiting adults	2	5	10	Portable electrical equipment is subject to regular PAT safety inspections. Five yearly inspection of building electrical system are carried out by SEB. Only authorised, trained people are allowed to work with electrical equipment.	1	5	5	
4	Handling objects: cuts, contamination and poisoning	Students accompanied by visiting adults	2	2	4	All handling sessions are supervised by a trained volunteer or member of public engagement or collection staff. All specimens used in sessions evaluated to ensure that they pose no risk of toxicity or sharp edges. Students are told how to handle and pass specimens safely. Live specimens individually assessed with a member of Entomology staff to assess any risk.	1	2	2	
5	Fire	Students accompanied by visiting adults	2	5	10	Oxford City Fire Officer. Good housekeeping is promoted to ensure that corridors and fire escapes are kept clear at all times. The fire alarm system is tested on a weekly basis. Fire drills are held annually as a minimum. Fire Marshalls and a Fire Warden are appointed and trained.	1	5	5	
6	Getting on and off coaches at drop off point on Parks Rd: collision with bicycles on cycle path	Students accompanied by visiting adults	3	3	9	Teachers are alerted to the presence of the cycle path and advised to have an adults stationed on the cycle path as children alight from coaches	2	2	4	
7	Safeguarding hazards and associated risks	Students accompanied by visiting adults			0	Please refer to the Museum's safeguarding policy			0	Safeguarding policy to be agreed across GLAM
8	Approach to the Museum via car parking area; risk of collision with vehicles.	Students accompanied by visiting adults	3	5	15	Teachers are advised to supervise children in the grounds outside the museum at all times and alerted to the presence of the car park and possibility of moving vehicles.	1	5	5	
9					0				0	
10					0				0	

<b>Approved and Signed by the Line manager:</b>	<b>Print name and date</b> Janet Stott 2.5.18
-------------------------------------------------	-----------------------------------------------