

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	Swindon Museum and Art Gallery	Ref. No.	
Activity Description:	Teacher Led School Visits & Movement of Children around Museum/Gallery during Session led by Museum Educator		
Who is at Harm:	Museum Educators, Teachers and pupils		
Name(s) of Assessor(s):	Nancy Heath		
Responsible Manager:	Nicki Western	Department:	Museums and Heritage
Assessment Date:	4 th August 2017	Review Date:	4 th August 2018

Hazard & Description (Potential Consequences)	Control Measures (Existing Control Measures or Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Limited Capacity in Museum & Gallery Building	Standard Conditions for school groups visiting Swindon Museum/ Art Gallery are sent to teachers at time of booking.	2	2	4	Ensure booking is confirmed with museum staff. Please note that the Museum & Art Gallery cannot accommodate visitors who are unable to negotiate their way around the building independently and safely (including in an emergency)	1	2	2	Museum staff to confirm arrangements. Visiting teachers.
Transport - Arrival at Site	Minibus parking facility at the front of the museum.	2	4	8	Proposed coach drop off location at the bus stop opposite the Advertiser building. Distance approx. 60 metres to front of museum via public pathway. (Busy road). Strict supervision required	1	4	4	Museum staff to confirm arrangements. Visiting teachers.
Access into the Museum	Responsible Teacher to access museum to sign in the group. This is also how teachers agree that that the Standard Conditions are and will be met and enforced. Provide exact numbers.	2	2	4	Staff representative to then escort the group into the museum.	2	2	4	Museum representative Visiting teachers.
Fire / Lost child	Member of Museum staff checks Group Leader is aware of fire evacuation/ lost child arrangements. Refer to Standard Conditions. Relevant documents emailed to teachers prior to visit.	2	3	6	Each group must be under strict supervision. In the event of evacuation the Group Leader to check / report that the total group numbers have evacuated.	1	3	3	Museum representative Visiting teachers.

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Slips, Trips and Falls	Cleaning is conducted during non-occupation of the building. Access to various levels is via stairways and steps. Vigilance required at all times.	2	3	6	Some flooring and corridors have flag stone bases, and extra care is required during external wet conditions particularly within the entrance ground floor area. Staff to monitor the floor at regular intervals.	2	2	4	Duty Officer Visiting teachers.
Sharp edges around museum. Static objects e.g. Exhibits displays.	All areas around the museum have been assessed and action taken to minimise sharp edges and sharp materials around display cabinets and exhibits. Refer to Standard Conditions.	2	2	4	During safety induction given by Museum representative, pupils are instructed not to handle and/or climb onto displays throughout the Museum. Signage	1	2	2	Duty Officer Visiting teachers, Museum Staff
Toilet facilities.	There are only two visitor toilets (one male and one female)	2	2	4	Awareness of both public and school requirements.	1	1	1	Duty Officer Visiting teachers.
Movement around Museum.	Responsible Teacher to be able to contact nominated Museum member of staff at all times. Supervision of all groups at all times.	2	2	4	Pre-determine movements.	1	1	1	Museum representative Visiting teachers.
Fall whilst using step up to view Mummy on 2 nd floor	Minimum school supervision ratios must apply. Refer to Standard Conditions.	1	2	2	Regular monitoring of all equipment by Museum staff.	1	2	2	Duty Officer Visiting teachers.
Child Protection	A Code of Conduct and procedures are in place for Museum staff and volunteers. Museum Staff to receive child protection induction / briefing.	1	4	4	Minimum school supervision ratios must apply. Refer to Standard Conditions.	1	2	2	Museum staff Visiting teachers.

Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk

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2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	15 - 25	Extreme risk
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