

Risk Assessment Form

Ref No

NM2

Directorate : Environment and Culture	Division / Section : Museums	Date : 1 st April 2011
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Work activity / task being assessed :
Educational visits to Abington Park Museum

Groups of people exposed :
School pupils, school staff, general public, museum staff

Assessed by: Elizabeth Long, Museum Education Officer	Review date 1 st April 2012
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List significant hazards	Hazard			Likelihood			Risk		
	Minor	Serious	Major	Low	Medium	High	Low	Medium	High
<i>(e.g. electricity, noise, machinery, refer to 'Hazard Checklist' if necessary. To calculate risk, refer to 'Guide to Determining Risk'. Please tick (3) appropriate boxes)</i>									
HAZARD X LIKELIHOOD = RISK	1	2	3	1	2	3	1 to 3	4 to 6	7 to 9
1. Slips, trips or falls on stairs and uneven floors		X		X			X		
2. Trips when wearing unfamiliar period costume		X		X			X		
3. Injury whilst handling or operating unfamiliar objects		X		X			X		
4. Collison with exhibits		X		X			X		
5. Low levels of lighting in museum galleries		X		X			X		
6.									
7.									

List controls in place to reduce risk : - *(For example, engineering controls, training, working procedures, maintenance of plant and equipment, and provision of personal protective equipment – refer to 'Control Measure Checklist' if necessary)*

Overall Risk Rating:

All staff have site specific training relating to health and safety.
 Museum Services Supervisors trained in First Aid.
 Compotent member of Education Team leading handling sessions with appropriate training.
 Condition of handling objects monitored.
 Recommended adult:pupil ratio of 1:6.
 Exhibits secure and stable.
 Housekeeping arrangements in place to ensure adequate lighting.

<p>Future action required and priority : <i>(For example, eliminating the hazard or substituting for something least hazardous, amending working procedures, introducing engineering controls, providing training and supervision – refer to ‘Control Measure Checklist’ if necessary.)</i></p> <p>To monitor</p>	<p>By whom ?</p> <p>Museum Education Officers</p>	<p>By when ?</p> <p>Ongoing Update 2012</p>
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<p>Assessor : <i>(Print Name & date)</i></p> <p><i>(Signature & date)</i></p>	<p>Responsible Manager : <i>(Print Name & Date)</i></p> <p><i>(Signature & date)</i></p>
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Reviewed by Print Name	Date	Reviewed by Print Name	Date	Reviewed by Print Name	Date