

RPM Trust: Risk Assessment Form

Assessor(s):	Su Hepburn	Date:	27 August 2021
Task / Activity:	Handling Museum Objects		
Workplace / Site:	Royal Pavilion & Museums Trust		
Review Date:	August 2022		
Persons affected by Task / Activity:	Staff and visitors		
Other Vulnerable Persons affected by Task / Activity:	Children and young people People with protected characteristics		

INCREASING CONSEQUENCE ↑	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	INCREASING LIKELIHOOD →					

17-25	UNACCEPTABLE Stop activity and make immediate improvements
10-16	TOLERABLE Look to improve within specific timescale
5-9	ADEQUATE Look to improve at next review
1-4	ACCEPTABLE No further action, but ensure controls are maintained

Likelihood		Consequence
Almost impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)

Potential Hazards		Initial Assessment of Risk			Control Measure Applied	Assessment of Residual Risks		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
1	Accidental dropping, sharp edges, fingers being trapped, reckless behaviour, putting objects into mouth, or hands into mouth after handling	2	2	4	Verbal instructions on rules for handling objects (two hand, over table, pass carefully, be mindful of moving parts, don't taste) Verbal instructions on appropriate behaviour (Be Mindful) Hands can be washed after handling Learning Assistant / Guide supervision at all time	1	1	1
2	Bending, lifting, carrying boxes of different weights and sizes	2	2	4	Appropriate packing of boxes so not too heavy or awkward Trolley / sliders provided on most sites Perform own dynamic risk assessment Staff to ask for assistance if needed	1	2	2
3	Taxidermy animals and animal skins	2	2	4	Clear instructions not to put hands in mouth or eyes Hand washing and gel available	1	1	1
4	Human remains	2	1	2	Group advised before start of session that they will see human remains School advisory note on website informing of human remains Store objects separately Handle with due care and respect Learning Assistant supervision	1	1	1
5	Narrow, tight staircases, uneven floors, low ceilings	3	3	9	Avoid narrow tight staircases when possible Plan route and clear obstacles Ensure well lit Limit amount carried	2	2	4

				More than one person moving object if awkward shape/size Be mindful of your self – clothing etc			
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Additional Control Measures (if applicable)	Additional Comments and Observations		
<p>Pre visit teacher visits are free and recommended to allow teachers to complete their own RA</p> <p>Visiting schools should always bring own first aider</p>			
<p>Circulation of Risk Assessment:</p> <p> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Client(s) <input type="checkbox"/> Other occupiers of Premises <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Visitor(s) <input type="checkbox"/> Others:..... </p>			
Signed by Assessor(s):	Su Hepburn	Date:	27 August 2021