

RPM Trust: Risk Assessment Form

<b>Assessor(s):</b>	Su Hepburn	<b>Date:</b>	27 August 2021
<b>Task / Activity:</b>	Lunchrooms		
<b>Workplace / Site:</b>	Royal Pavilion & Museums Trust		
<b>Review Date:</b>	August 2021		
<b>Persons affected by Task / Activity:</b>	Staff and visitors		
<b>Other Vulnerable Persons affected by Task / Activity:</b>	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 →					

<b>17-25</b>	<b>UNACCEPTABLE</b> Stop activity and make immediate improvements
<b>10-16</b>	<b>TOLERABLE</b> Look to improve within specific timescale
<b>5-9</b>	<b>ADEQUATE</b> Look to improve at next review
<b>1-4</b>	<b>ACCEPTABLE</b> 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	Slipping on liquid	2	2	4	Room is checked by RPMT / Schools staff before entering. Verbal instructions to avoid any hazard	1	1	1
2	Failure to exit from room in event of a fire	2	2	4	Clear signage of all fire exits Fire exit refreshers with staff FOH team will ensure building is evacuated Teachers asked when booking if anyone in their group will need extra assistance	1	1	1
3	Child protection	2	3	6	CYP accompanied by teacher FOH team identifiable by uniform Learning Assistant / Guide identifiable by badge Learning Assistant / Guide /FOH training on Child Protection Children kept together in sight of Learning Assistant / Guide or Class/Group Leader Lost child / guardian procedures are in place	1	1	1
4	Circulation into/out of lunchroom	2	1	2	Verbal instructions before entering room and reminders before leaving Children remain seated whilst eating Learning Assistant supervision at Preston Manor / School Staff supervision at Brighton Museum	1	1	1
5	Behaviour of children while using lunchroom	2	2	4	Learning Assistant supervision at Preston Manor / School Staff supervision at	1	1	1

					Brighton Museum			
6	Food hygiene	2	1	2	Hand washing or anti bacterial gel is available	1	1	2

Additional Control Measures (if applicable)	Additional Comments and Observations		
Pre visit teacher visits are free and recommended to allow teachers to complete their own RA			
Visiting schools should always bring own first aider			
<b>Circulation of Risk Assessment:</b>			
<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:.....			
<b>Signed by Assessor(s):</b>	Su Hepburn		<b>Date:</b>
			27 August 2021