

RPM Trust: Risk Assessment Form

<b>Assessor(s):</b>	Su Hepburn	<b>Date:</b>	21 Aug 2021
<b>Task / Activity:</b>	Organised Group Visit		
<b>Workplace / Site:</b>	Royal Pavilion & Museums Trust		
<b>Review Date:</b>	Aug 2022		
<b>Persons affected by Task / Activity:</b>	Staff and visitors		
<b>Other Vulnerable Persons affected by Task / Activity:</b>	Protected characteristics staff and visitors		

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 of 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	Trips or falls due to equipment or leads trailing	2	2	4	Ensure leads are secure where appropriate Verbal instructions given by museum staff	1	2	2
2	Failure to exit room in event of fire or emergency	2	3	6	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	2	2
3	Reckless, careless or unruly behaviour leading to injury to self or others	2	1	2	Groups supervised by Learning Assistant / Guides Clear instructions given on expected behaviour (Be Mindful)	1	2	2
4	Circulation through the café area causing potential trips, falls or burns (when café is in situ)	2	1	2	Area avoided where possible and alternative route around galleries used If area is used, clear verbal instructions given, and walk in single file	1	2	2
5	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	1	2	2

					place			
6	Movement through buildings	2	3	6	Verbal instructions given Narrow areas - circulate in single file Steep staircase - strategic placing of adult supervisors, use handrail and lift any long clothing from the floor. Learning Assistant / Guide to lead the way when with the group. Clear marking of low ceilings	1	2	2
7	Adequate ventilation in teaching rooms	2	2	4	Open windows where possible. Open doors where possible. Use fan provided when room hot and stuffy Ask children to remove coats and jumpers at beginning of session Plan sessions to reduce fainting after travel – eg sitting down in the beginning	1	2	2
8	Damage to museum objects	2	2	4	Verbal instructions to be mindful – of themselves, their bags and other visitors. Bags to be worn on the front of body in the Royal Pavilion Clear instructions when handling objects	1	2	2
9	Off-site Local History session – crossing roads	2	2	4	Learning Assistant fully trained on route which includes all safest crossings. Teachers complete own risk assessment based on route provided beforehand. Children given instructions for walk. School teacher responsible for road crossing under advice from Learning Assistant.	1	2	2
10	Electric heaters	2	2	4	To be placed away from groups. Verbal instruction not to touch	1	2	2
11	Covid 19	4	3	12	<b>General Visitors</b> • We will continue to encourage safe	2	3	6

					<p>distancing and will provide clear signage to remind staff and visitors.</p> <ul style="list-style-type: none"> <li>• Screens will protect visitors and staff at key till points. Where appropriate, our staff will also be provided with PPE.</li> <li>• We will continue to provide hand sanitiser dispensers for visitors across our sites.</li> <li>• We will continue with our regular cleaning regime.</li> <li>• Although no longer a legal requirement we do encourage visitors to wear face masks when visiting any of our venues for the safety and protection of others.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Do NOT come to work if unwell or showing any potential symptom of COVID-19.</li> <li>• If begin to feel unwell during work, go home immediately. Contact NHS 111 to arrange testing,</li> <li>• Washing hands once entering the building and again as soon as return home. Make it a habit to increase frequency of handwashing throughout the day.</li> <li>• Avoid touching face at all times</li> <li>• Use separate personal materials &amp; avoid sharing stationary equipment where possible, or put in place sanitisation regime before and after</li> </ul>			
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				<p>use</p> <ul style="list-style-type: none"> <li>• Wearing a face covering is no longer mandatory but is encouraged.</li> <li>• Where possible, take talks / meetings outdoors.</li> <li>• Hand sanitizer and alcohol wipes will be available. Hand washing spaces are available in each building</li> </ul> <p><b>Group</b></p> <ul style="list-style-type: none"> <li>• Ask group to let staff know ASAP before sessions if any of household has COVID symptoms or has been asked to isolate. Or if any of them haven't followed current guidelines re covid</li> <li>• Bookings Office will have contact details of school (Track and Trace)</li> <li>• Groups are encouraged to wear masks</li> <li>• We encourage all visitors to "check in" using the NHS QR codes or leave their contact details in order to comply with NHS Test and Trace.</li> </ul> <p><b>Session / tour</b></p> <ul style="list-style-type: none"> <li>• Covid safety briefing to group before session begins – social distancing, ventilation, hand sanitizer</li> <li>• Ask group to sanitise hands before and after the session</li> <li>• Encourage social distancing of least 1 metres apart.</li> <li>• Open windows or prop door open to increase ventilation.</li> </ul>		
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					<ul style="list-style-type: none"> <li>• Clear visors are available if you want to wear</li> <li>• Personal microphones are available if you want to use</li> <li>• After sessions use wipes to clean high frequency touch areas – eg door handles</li> </ul>			
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Additional Control Measures (if applicable)	Additional Comments and Observations		
<p>Vaccination amongst staff to be encouraged.</p> <p>Pre visit teacher visits are free and recommended to allow teachers to complete their own risk assessments</p> <p>Visiting schools should always bring own first aider</p>	<p>RPMT Branded Masks are available to all staff, however home-made face coverings are permitted as long as they are simple in design and non-offensive.</p> <p>Consider that COVID-19 is likely to remain a long-term issue in some form for the foreseeable future. UK Government advice should be consulted regularly to ensure compliance throughout the organisation.</p>		
<p><b>Circulation of Risk Assessment:</b></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>			
<b>Signed by Assessor(s):</b>	Su Hepburn	<b>Date:</b>	21 Aug 21
	Checked by Craig McPhedran 23 Aug 21		