**Brighton & Hove Museums: Risk Assessment Form**

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| **Assessor(s):** | Barnaby Salton | **Date:** | September 2023  |
| **Task / Activity:** | Organised Group Visit |
| **Workplace / Site:** | Brighton & Hove Museums |
| **Review Date:** | Aug 2024 |
| **Persons affected by Task / Activity:** | Staff and visitors  |
| **Other Vulnerable Persons affected by Task / Activity:** | Protected characteristics staff and visitors  |





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| **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 appropriateVerbal 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 exitsFire exit refreshers with staff FOH team will ensure building is evacuatedTeachers 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 / GuidesClear instructions given on expected behaviour (Be Mindful) | 1 | 2 | 2 |
| 4 | Safeguarding | 2 | 3 | 6 | CYP accompanied by Group LeaderFOH team identifiable by uniform and photo ID lanyard badge Learning Assistant / Guide identifiable photo ID lanyard badgeCostumed staff to carry staff ID with them in pockets so it is to hand if needed Learning Assistant / Guide /FOH training on Safeguarding and conformation of reading SG Policy Children kept together in sight of Learning Assistant / Guide or Class/Group LeaderLost child / guardian procedures are in placeSessions take place in public areas of the museumPublic signs are in place asking visitors to not photograph school children | 1 | 2 | 2 |
| 5 | Movement through buildings | 2 | 3 | 6 | Verbal instructions given Narrow areas - circulate in single fileSteep 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 |
| 6 | Adequate ventilation in teaching rooms  | 2 | 2 | 4 | Open windows where possible. Open doors where possible. Use fan provided when rooms hot and stuffy Ask children to remove coats and jumpers at beginning of session in summerPlan sessions to reduce fainting after travel – e.g. sitting down in the beginning | 1 | 2 | 2 |
| 7 | Handling 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 PavilionClear instructions when handling objects. Valuable objects handled over carpet and while sitting  | 1 | 2 | 2 |
| 8 | Handling Animal remain specimens  |  |  |  | Advice given for everyone to wash hands afterwards. Animal remains are used at Booth Museum and Brighton in the Stone Age sessions. |  |  |  |
| 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 | Hot water jug and mugs in Preston Manor lunch room for teachers |  |  |  | Insulated jug with a lock release lidKept in a designated tea making area Used only by adult visiting teachers at own discretion. FoH to provide hot water and visitors to make their own drinks |  |  |  |
| 12 | Non public areas of gardens  | 3 | 3 | 9 | Pre arrival site check completed by Museum staff for any hazards – litter, trips, drugs / alcohol, faeces. Non public area use approved by Head Gardener. Agreement on pathways that can be used. Museum staff ensure safe pathways and gathering points suitable to the activity. Class to be supervised by class teacher and museum staff at all times. Hand washing facilities available if necessary for the activity.School are advised to wear suitable footwear, clothing and sunscreen.  | 2 | 2 | 4 |
| 13 | Food handling – weighing & grinding during Victorian Servant sessions - allergies | 3 | 3 | 9 | Full list of ingredients on website session information pageNo nuts or wheat  | 2 | 2 | 4 |
| 14 | Art materials – scissors, glue, paint, crayons etc  | 3 | 3 | 9 | All materials from educational suppliers intended for use by childrenEnsure appropriate materials used for age groupVerbal instruction on appropriate use of materialsLearning Assistant supervision | 2 | 2 | 4 |
| 15 | Lunchrooms | 3 | 3 | 9 | School staff supervision at Preston Manor by FoH/LA. Supervision at Brighton MuseumFoH are aware that groups are using the lunchroom. Hand washing or anti-bacterial gel is availableRooms are cleaned regularly  | 2 | 2 | 4 |
| 16 | Covid 19  | 3 | 3 | 9 | **General Visitors** We will continue to provide hand sanitiser dispensers for visitors across our sites.We will continue with our regular cleaning regime. **Session / tour** We will continue to provide hand sanitiser dispensers for visitors across our sites.Open windows or prop door open to increase ventilation. | 2 | 3 | 6 |

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| **Additional Control Measures (if applicable)** | **Additional Comments and Observations** |
| Pre visit teacher visits are free and recommended to allow teachers to complete their own risk assessments Visiting schools should always bring own first aider  | 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. |
| **Circulation of Risk Assessment:**✓Employee(s) □ Client(s) □ Other occupiers of Premises □ Contractor(s) ✓□ Visitor(s) □ Others:…………………………  |
| **Signed by Assessor(s):** | Su Hepburn | **Date:** | 5 April 2023 |