

Brighton & Hove Museums: Risk Assessment Form

Assessor(s):	Barnaby Salton	Date:	September 2024
Task / Activity:	Organised Group Visits		
Workplace / Site:	Brighton & Hove Museums		
Review Date:	Aug 2025		
Persons affected by Task / Activity:	Staff and visitors		
Other Vulnerable Persons affected by Task / Activity:	Protected characteristics staff and visitors		

INCREASING CONSEQUENCE ↑	5	5	10	15	20	25	<table border="1"> <tr> <td style="background-color: red; color: white;">17-25</td> <td>UNACCEPTABLE</td> <td>Stop activity and make immediate improvements</td> </tr> <tr> <td style="background-color: orange; color: white;">10-16</td> <td>TOLERABLE</td> <td>Look to improve within specific timescale</td> </tr> <tr> <td style="background-color: yellow; color: black;">5-9</td> <td>ADEQUATE</td> <td>Look to improve at next review</td> </tr> <tr> <td style="background-color: lightgreen; color: black;">1-4</td> <td>ACCEPTABLE</td> <td>No further action, but ensure controls are maintained</td> </tr> </table>	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
	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																
	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 →																		
	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)																

--	--	--	--

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	3	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 Front Of House 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	Safeguarding	2	3	6	CYP accompanied by Group Leader Museum Staff identifiable by uniform and photo ID lanyard badge Museum Educator/ Guide wear identifiable photo ID lanyard badge Costumed staff to carry staff ID with them in pockets so it is to hand if needed Staff are trained on Safeguarding and conformation know SG Policy Children kept together in sight of Museum Educator / Guide or Class/Group Leader Lost child / guardian procedures are in place	1	2	2

					Sessions take place in public areas of the museum Public signs are in place asking visitors to not photograph school children			
5	Movement through buildings	2	3	6	Verbal instructions given Narrow areas - circulate in single file Steep staircases - strategic placing of adult supervisors, use handrail and lift any long clothing from the floor. Museum Educator/ 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 sessions in summer Plan 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 Pavilion Clear 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 lid Kept in a designated tea making area Used only by adult visiting teachers at own discretion. Staff to provide hot water and adult 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.	2	2	4

					School are advised to wear suitable footwear, clothing and sunscreen.			
13	Food handling – weighing & grinding during Victorian Servant sessions - allergies	3	3	9	Full list of ingredients on website session information page No 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 children Ensure appropriate materials used for age group Verbal instruction on appropriate use of materials Learning Assistant supervision	2	2	4
15	Lunchrooms	3	3	9	School staff supervision at Preston Manor. Supervision at Brighton Museum Front of House are aware that groups are using the lunchroom. Hand washing or anti-bacterial gel is available Rooms 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. Sessions / tours 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
17	Noise levels at BMAG	10	5	9	Due to ongoing building work there is expected to be banging, drilling	4	4	5

					sounds. The area in question is partly soundproofed. There may well be noise while groups move around the museum. During sessions taking place in the museum lab the set of double doors in the upper corridor will be closed. The doors to the archaeology gallery will also be closed during learning sessions.			
18	Ongoing building work at BMAG	2	1	2	The building work is taking place in an enclosed area in the central part of the museum. Visitors should not come into contact with any of the work taking place.	2	2	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 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: <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:.....			
Signed by Assessor(s):		Barnaby Salton	Date: 20 09 2024