Brighton & Hove Museums: Risk Assessment Form

Assessor(s):	Barnaby Salton	**Date:**	September 2026
Task / Activity:	Organised Group Visits		
Workplace / Site:	Brighton & Hove Museums Preston Manor & Garden Booth Museum of Natural History Hove Museum of Creativity Brighton Museum & Art Gallery The Royal Pavilion & Garden		
Review Date:	Aug 2027		
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
	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 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	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 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	Safeguarding	2	3	6	Site has CCTV Museum staff have radios and can contact our security team immediately in an incident Lost child / adult procedures are in place – alert any Museum member of staff to activate **ID** – all museum staff to wear lanyards at all times. Any contractors will be signed in and wear paper visitor wristbands	1	2	2

					CYP accompanied by Group Leader who has duty of care Front of House team identifiable by uniform and photo ID lanyard badge Museum Educator identifiable by photo ID lanyard badge Costumed staff to carry staff ID with them in pockets so it is to hand if needed All Museum staff have undertaken Safeguarding training and copy of our Code of Conduct Some sessions take place in public areas of museum			
5	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
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	1	2	2

					Plan sessions to reduce fainting after travel – e.g. sitting down in the beginning			
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	Electric heaters	2	2	4	To be placed away from groups. Verbal instruction not to touch	1	2	2
10	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. FoH to provide hot water and visitors to make their own drinks			
11	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.	2	2	4

					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.			
12	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
13	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
14	Lunchrooms	3	3	9	School staff supervision at Preston Manor by FoH/ME. Supervision at Brighton Museum from FoH FoH are aware that groups are using the lunchroom. Hand washing or anti-bacterial gel is available Rooms are cleaned on a daily basis. Art room may be used as overflow. This room contains art and craft materials all in cupboards	2	2	4
15	Noise levels at BMAG	10	5	9	There may well be noise while groups move around the museum. During sessions taking place in the museum lab the set of double	4	4	5

					doors in the upper corridor will be closed. The doors to the archaeology gallery can also be closed during learning sessions.			
16	Accessibility				Please check for each individual venue.	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: ✓Employee(s) □ Client(s) □ Other occupiers of Premises □ Contractor(s) ✓□ Visitor(s) □ Others:……	

Signed by Assessor(s):	Barnaby Salton	**Date:**	21 Sept 26