



Banbury Museum

RISK ASSESSMENT RECORD SHEET

Activity/Equipment/Process

Educational visits to Banbury Museum to include use of the museum galleries, education studio and resource room. Some groups will also use the museum's lunch facilities.

Process	Harm		Risk Rating							
			(L)	(S)	Risk Rating					
					H	M	L			
Use of public museum spaces	Risk of stranger danger - harm and abduction	School pupils	1	5			x	<p>School pupils are closely supervised by accompanying school adults at all times to a requirement of six accompanying adults per school visit (for canal workshops with boat trips). Other workshop ratios apply.</p> <p>Booking confirmation letter to the school re-iterates the recommended ratio.</p> <p>Pupils are not permitted to use the lift during the visit unless accompanied by a school adult(s).</p> <p>Workshop facilitators to re-iterate at the start of the visit pupils must remain within their group/with a school adult at all times.</p>	<p>'Lift restrictions' are to be included in the school visit information pack.</p> <p>Generic risk assessments are available and sent to the school prior to the visit.</p> <p>The museum visit confirmation letter states it is the responsibility of the school to ensure DBS adults attend the visit/supervise pupils and that museum staff and volunteers are not/ will not be DBS checked, as per the reasons on the safeguarding policy.</p>	
Use of public museum spaces	Risk of missing pupil - harm/abduction and stranger danger	School pupils	1	5			x	<p>Existing control measures as above.</p> <p>Pupils to be accompanied at all times by a member of school staff when requiring a toilet break</p>		

Hazard		To Whom	See Overleaf for Guidance					Existing Control Measures	Additional Measures to Reduce Risk	Actions Required / Remarks
Process	Harm		(L)	(S)	Risk Rating					
					H	M	L			
Poor pupil behaviour - over enthusiastic playing/running around etc	Risk of collision with other pupils and adults	School pupils, school staff, museum staff and general museum users	1	2			x	<p>School pupils are closely supervised by accompanying school adults at all times to a recommended ratio.</p> <p>Workshop leaders to ensure all coats and bags are stored in the metal crates provided upon school arrival to the museum.</p>	Workshop to finish if poor behaviour continues. Education Manager to liaise with museum staff and school to identify 'Ways forward'. Visit Information pack to state 'It is the responsibility of the school to maintain appropriate pupil behaviour'.	
Use of museum spaces - falling over bags/ workshop chairs and table legs, museum cases and displays	Risk of cuts, bruises etc	School pupils, school staff, museum staff and general museum users	1	2			x	<p>Museum workshop leaders to ensure tables and chairs are correctly installed and suitably arranged before the start of the workshop and to verbally remind pupils to remain seated.</p> <p>Close group management by accompanying adults.</p>		
The use of the museum handling collection – i.e. items too heavy/large for pupils	Risk of cuts, bruises and strains	School pupils, school staff and museum staff	1	2			x	<p>Workshop leader to condition check handling items before the start of the session. Items in poor condition to be removed from the workshop/ education manager notified.</p> <p>Workshop leader to ensure handling item is an appropriate size and weight for pupils.</p>	Workshop leader to instruct school staff/ pupils on using the toy mangle to minimise the risk of trapped fingers. Close group management of pupils when using the toy mangle.	

Hazard		To Whom	See Overleaf for Guidance					Existing Control Measures	Additional Measures to Reduce Risk	Actions Required / Remarks
Process	Harm		(L)	(S)	Risk Rating					
					H	M	L			
The use of scissors/ art equipment and art materials	Risk of cuts, poisoning, swallowing materials	School pupils, school staff and museum staff	2	2			X	<p>Museum workshop leaders to monitor use of art materials, to provide 'child' friendly scissors etc for the workshop.</p> <p>Museum workshop leaders to give instructions on how to use equipment, if needed.</p> <p>Only child friendly art materials to be used in the workshop.</p> <p>Any accidents to be reported to a duty manager who will then complete an injury/dangerous occurrence/ near miss report form.</p>		
The use of the museum discovery boxes	Risk of falling over 'discovery items' resources on the gallery floor, swallowing materials	School pupils, school staff, museum staff and general museum users	1	2			x	<p>Museum workshop leaders to share the safe arrangement of the discovery boxes in the gallery space and to re-iterate it is the responsibility of the school staff to ensure the safe use of the discovery boxes.</p> <p>Accidents to be reported to a duty manager who will then complete an injury/dangerous occurrence/ near miss report form.</p>	Instructions on the safe arrangement of the boxes in a gallery space are included on the boxes	

Hazard		To Whom	See Overleaf for Guidance					Existing Control Measures	Additional Measures to Reduce Risk	Actions Required / Remarks
Process	Harm		(L)	(S)	Risk Rating					
					H	M	L			
Risk of fire	Smoke inhalation, burns, death	School pupils, accompanying school adults and museum staff	1	5			x	Workshop leaders to share fire evacuation procedure at the start of the workshop.		
Lunchtime breaks outside the museum – Spiceball Park	Risk of Stranger Danger - harm and abduction	School pupils, accompanying school adults	1	5			X	Booking confirmation and visit information pack to re-iterate it is the responsibility of the school to risk assess the activity and venue.		
Activity breaks/lunchtime breaks within the museum	Risk of scalding from hot drinks	School pupils, accompanying school adults and museum staff	2	2			x	No hot drinks to be taken into the education studio or resource room whilst in school use/pupils present except at lunchtimes and by prior/ on the day agreement with museum staff at break times.	Additional information/guidance to be supplied to the school on the day of the visit.	

Name of Assessor (Please print)	Assessor's Signature	Position	Date Assessment Completed
Vicki Wood	<i>vicki wood</i>	Learning Coordinator	3.10.22
If the risk assessment has been undertaken by non supervisory/managerial staff the Line Manager should sign below to show that the assessment is a correct reflection of the hazards and control measures and actions required			
Line Manager (Please print)	Line Manager's Signature	Date Received	Date of next Review
n/a	n/a	n/a	3.1.23

RISK ASSESSMENT :	The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of Banbury Museum Trust) which results in personal injury or ill health.
--------------------------	--

Likelihood			Risk Band	Severity			Risk Band
1	Remote - May occur in exceptional circumstances	Low	1	No Injuries	Low		
2	Unlikely – Unlikely to, but could, occur at some time	Low	2	Minor Injury	Low		
3	Possible – Fairly likely to occur at some time or in some circumstances	Medium	3	Violence, Threat or Major Injury. Intervention by the HSE	Medium		
4	Probable – Will probably occur at sometime or in most circumstances	Medium	4	Extensive/Multiple Injuries. Intervention by the HSE	Medium		
5	Highly Probable – Is expected to occur in most circumstances	High	5	Loss of Life. Intervention by the HSE	High		

Severity x Likelihood = Risk Rating
Risk Rating A Means of ‘measuring’ the risk by multiplying the **severity** factor by the **likelihood** factor
 eg A Possible Occurrence (happens) = 3 x (minor injury) = 2, ie 3 x 2 = 6 therefore **Medium Risk**
The Objective is to achieve the lowest possible “score”, so far as is reasonably practicable
Priority should always be given to those risks that affect large numbers of people and/or could result in serious harm

GUIDANCE		
Risk Rated 1 - 5	Low Risk	May be considered acceptable (although action may be possible to reduce the risk even further). Keep assessment under review.
Risk Rated 6 - 15	Medium Risk	Put in place effective control measures and monitor
Risk Rated 16 - 25	High Risk	Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work.