

RISK ASSESSMENT RECORD SHEET

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|--|--|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | Activity/Equipment/Process | | | | | | | | | Educational visits to Banbury Museum to participate in a booked 'Canal Experience' workshop/activity including a boat trip on the Oxford canal and a walking tour of Banbury. Visits could include use of the museum galleries, education studio and resource room. Some groups will also use the museum's lunch facilities. A visit to the museum can also include a visit to Spice Ball Park (as part of a lunch break) | | | | | | |
|--|--|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

| 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 | | | | | | |
| Use of public museum spaces | Risk of stranger danger - harm and abduction | School pupils | 1 | 5 | | | x | School pupils are closely supervised by accompanying school adults at all times to a requirement of six accompanying adults per school visit. Booking confirmation letter to the school re-iterates the recommended ratio. Pupils are not permitted to use the lift during the visit unless accompanied by a school adult(s). Workshop facilitators to re-iterate at the start of the visit pupils must remain within their group/with a school adult at all times. | 'Lift restrictions' are to be included in the school visit information pack. Generic risk assessments are available and sent to the school prior to the visit. The museum visit confirmation letter will from, September 2014, state 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. | | |
| Use of public museum spaces | Risk of missing pupil - harm/abduction and stranger danger | School pupils | 1 | 5 | | | x | Existing control measures as above. Pupils to be accompanied at all times by a member of school staff when requiring a toilet break | | | |

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| | | | | | 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 | 2 | 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> | <p>Workshop to finish if poor behaviour continues.</p> <p>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'.</p> | | | | | |
| Use of museum spaces - falling over bags/ workshop chairs and table legs | Risk of cuts, bruises etc | School pupils, school staff, museum staff and general museum users | 2 | 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> | <p>Workshop leader to instruct school staff/ pupils on using the toy mangle to minimise the risk of trapped fingers.</p> <p>Close group management of pupils when using the toy mangle.</p> | | | | | |

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| | | | 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 in the museum accident report.</p> <p>Trained first aider to be on site throughout the visit.</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 | 2 | 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>Any accidents to be reported in the museum accident report.</p> <p>Trained first aider to be on site throughout the visit.</p> | Instructions on the safe arrangement of the boxes in a gallery space are included on the boxes | | | | | |

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| 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. | Museum plan highlighting the assembly point to be supplied to visit leader upon arrival to the museum with instructions to remain at the assembly point until emergency services update the museum. | | | | | |
| 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. | Information poster re-affirming this restriction to be on display in the education studio/resource room whilst in school use and for the risk to be managed by the school. | | | | | |
| Walking to and from the boat mooring point at Tooley's boat yard. | Risk of stranger danger, missing pupil, trip hazards, drowning | School pupils, accompanying school adults and museum staff | 2 | 5 | x | | School pupils are closely supervised by accompanying school adults at all times to a recommended ratio of 1:5. On the day school staff are supplied with a 'photo' map of the walk to the boat mooring point | Additional information/guidance to be supplied to the school on the day of the visit. Booking confirmation letter to re-iterate school responsibility for escorting pupils to and from the boat. | The boat mooring point is located at Tooley's boat yard. There is a section of approximately 200 metres where participants walk alongside the canal. At this point - canal path is in excess of 2 meters wide pupils are instructed to walk on the wall side of the path and the adults helpers are located between the children/canal. | | | | |

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| Boarding the canal boat/exiting the canal boat | Trip hazard, slipping hazard, drowning | School pupils, accompanying school adults and museum staff | 2 | 3 | x | | | Strong pupil management by accompanying school adults to a required ratio of 1:5 Children to remain by the canal side wall until the canal boat is safely and securely tied to the canal side mooring point. Only when a Tooley's boat operator gives instructions for the boarding to commence can the group board the canal boat – one at a time supported by the Tooley's boat operator. Tooley's boat operator to re-iterate instructions for leaving the boat – one pupil/adult at a time/assisted by the boat operator. No participants to leave their seats until instructed to do so by the boat operator. | | The boat trip last 40 mins- there are no locks or obstructions to manoeuvre. The boat is always driven by a skilled boat operator. Pupils/adults are not required to wear life jackets (and therefore they are not provided/ not available) when they are on board the boat/ on the boat trip... - The boat travels at a very low speed - any incident or collision involving the boat would not result in the boat being sufficiently damaged to result in the boat sinking. - During periods that the canvas screen is in place there would be a very remote possibility for a pupil/adult falling into the canal. With the screen removed the height of the side of the boat is sufficient to keep the school party secure within the confines of the boat. | | | | |
| Canal boat journey on the canal | Risk of falling in/drowning | School pupils, accompanying school adults and museum staff | 1 | 5 | x | | | Tooley's boat operator to re-iterate instructions whilst the boat is in use – pupils/adults to remain seated at all times. | | As above and detailed in Tooley's boat yard risk assessment. | | | | |

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| | | | H | M | L | | | | | | | | | |
| Risk of adverse/extreme weather conditions Snow/ice etc | Risk of sun burn, heat stroke, Risk of increased slip hazards. | School pupils, accompanying school adults and museum staff | 1 | 2 | | | x | Banbury Museum to liaise directly with Tooley's boat yard and visiting school to re-arrange the visit date if the weather conditions deteriorate /are not suitable for a boat trip. | | | | | | |
| Walking outside – adverse weather | Risk of trips and slips and sprains | School pupils, accompanying school staff and museum staff | 1 | 2 | | | x | Any accidents to be reported in the museum accident report. Trained first aider to be on site at the museum throughout the visit. The workshop will not go ahead in snowy/icy conditions. In rainy weather slippery areas will be avoided. Guidance to school will include pupils and adults to be suitably prepared and clothed for the outside walk and weather. | | | | | | |

| Name of Assessor (Please print) | Assessor's Signature | Position | Date Assessment Completed |
|---|--------------------------|-------------------|---------------------------|
| Suzi Wild | Suzi Wild | Education Manager | 2/9/2015 |
| 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 | By 1/9/2016 |

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|--------------------------|---|
| 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. |
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DEFINITIONS:-

- **Activity** is the type of work being carried out in the workplace, eg. using a piece of electrical equipment
- **Hazard** is the **potential** to cause harm, eg an electric shock from using electrical equipment
- **Control Measures** are the actions taken to prevent harm (eg. an electric shock) as a result of using electrical equipment – such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (ie a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery etc.
- **Risk** is the likelihood that harm will occur (taking into account control measures already in place).

| Identify a HAZARD. Decide on the chance of it happening. Use the scale below | | | Now decide how SEVERE the accident or illness could be. Use the scale below | | |
|---|---|-----------|--|---|-----------|
| 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. |

