

ASSESSMENT PRM/RA/009	Workplace/Task/Activity Description: Booked Group Visits to the Pitt Rivers Museum	PAGE 1 OF 6 ISSUE FEBRUARY 2018
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This risk assessment forms the overall risk assessment for the identified activities. It includes the requirements of the Management of Health and Safety at Work Regulations as well as assessing the broader scope of risk associated with the works.

FREQUENCY FACTOR (FF)
1 = Improbable Occurrence
2 = Possible Occurrence
3 = Occasional Occurrence
4 = Frequent Occurrence
5 = Regular Occurrence

SEVERITY FACTOR (SF)
0 = No Hazard
1 = Trivial Injury
2 = Minor Injury
3 = Minor Injury to several persons
4 = Major Injury to One Person
6 = Major Injury to Several People
7 = Death of One Person
8 = Multiple Deaths

RISK RATING (RR) = FREQUENCY (FF) x SEVERITY (SF)

Risk Rating (RR)	Classification	Action Required
0-5	Low (L)	None or limited action
6-9	Medium (M)	Consider additional control measures
10-18	Medium/High (MH)	Additional control measures must be implemented to reduce risk
≥19	High (H)	Redesign the task/operation/process if control measures do not reduce risk

Prepared By	R Mcvean, A McLellan, K Smith	Signature	Date 8/3/18
Approved by	A McLellan	Signature	Date 8/3/18

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Ref	Hazard (State Cause and Consequences)	Affected Groups (unmitigated)	FF	SF	RR	Mitigating Controls	Revised Risk
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1	General <ul style="list-style-type: none"> • Safety • Staff to child ratio • Behaviour • First Aid • Lighting 	All building occupants/visitors	1	2	2	<ul style="list-style-type: none"> • Annual safety inspection carried out by the Area Safety Officer and reported to the University Safety Office • Any area of the public gallery undergoing maintenance or other activity is barriered off • Gallery Staff are briefed to be observant and report any hazards immediately. • Student supervision of the group at the ratio of 1 adult to every 10 students under the age of 16 is required at all times • No running or climbing is permitted in the Museum • All groups are met by Gallery or Education staff and before visit commences they are briefed on: the need to walk rather than run, fire alarm procedure, no use of the lift unless with an adult member of the visiting group and no food and drink policy • Access is restricted to the public areas of the Museum only unless the students are part of a special project when they will be supervised by additional members of staff • A suitable number of fully trained first aiders can provide emergency cover in the Museum • A suitably stocked first aid box is kept in several locations around the Museum • All accidents and incidents are reported to Museum staff – accidents and incidents for both employees and visitors are fully investigated, reported to the University Safety Office and suitable remedial actions taken as required • Lighting in the Museum is low to protect the objects and care should be taken when moving around the Museum. • Lighting in circulation areas is good especially stairs 	L

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2	<p>Safeguarding</p> <ul style="list-style-type: none"> • DBS checks • Toilets • Education activities • Photos 		4	1	4	<ul style="list-style-type: none"> • All Education staff and Education Guides are DBS checked and have been briefed on child protection and safeguarding issues/policies, including identifying their safeguarding lead within the university. • Education staff and Education Guides will show children and staff where toilets are located but they will not enter the toilet area themselves • In the exceptional circumstance where an Education Guide takes a group of children around without an adult from the visiting school, then the Education Guide and the school group leader will establish that should any problems arise during the trail then the children will be taken to the group leader eg if need to go to the toilet, poor behaviour • During guided trails and hands-on workshops pupils from Year 2 – 6 may be asked to explore one floor of the Museum in pairs or small groups. This is only done with the permission of the school group leader. Pupils are advised not to exit any doorways and to remain in their pair or group at all times • Year 7 up are able to access all floors of the Museum under the supervision of their teachers. In this circumstance schools are asked to have a staff member on each floor • If a primary age child gets separated from a group Front of House staff are advised to return the child to the adult supervising the group • Front of House staff are aware of facilitated visits and self-guided visits and are there to help all visitors • If the school group leader is concerned about pupils exiting the museum they can station adults at the exits • Photos will not be taken of children unless prior permission has been sought • If access is given to the internet on tablets then appropriate filters will be put in place but teachers will also be required to supervise appropriate use of the web • During school visits, if the staff or pupils are concerned about the behaviour of another member of the public/staff/site user, they are to report it immediately to FoH staff/Education staff. 	L

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3	Working with electrical apparatus	All building occupants/visitors	1	4	4	<ul style="list-style-type: none"> • Five yearly inspection of building electrical system by a competent electrical contractor • Portable electrical equipment is subject to regular safety inspections by fully trained personnel • Only authorised persons are allowed to work with electrical equipment in the Museum • Education staff are responsible for seeking PATesting from a qualified tester on any additional electrical apparatus bought into the museum. 	L
4	Risk of slip, trip or fall <ul style="list-style-type: none"> • Flooring • Stairs • Lighting • Walking 	All building occupants/visitors	2	2	4	<ul style="list-style-type: none"> • Building is maintained in good condition • The condition of all stairs and flooring is regularly checked by the Gallery staff and reported as necessary • Hand rails are fitted on all stairs • The edge of all the stairs are clearly indicated • Low lighting levels in the Museum requires extra care on stairs when entering from the Museum of Natural History. Good lighting in other circulation spaces such as the stairs to the upper floors • If taught school groups are taken upstairs by Education staff or Guides they are advised to go single file, on the left and they can use the handrail • Areas will be barriered off when work is carried out during opening hours • Climbing onto the cases or chairs is not permitted – this will be managed by Education Session Leaders, Gallery Staff and accompanying staff and adults • All school groups are advised to walk and not to run in the Museum – behaviour will be managed by Education Session leaders, Gallery Staff and accompanying staff and adults • School groups are asked to use the stairs rather than the lift • When using plastic tubs to store school bags and coats teachers are advised to allow small groups up at a time to do so in order to avoid overcrowding and risk of tripping 	L

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5	<p>Sharps</p> <ul style="list-style-type: none"> • Glass • High winds • Activities • Object Handling 	All building occupants/visitors	4	1	4	<ul style="list-style-type: none"> • Where possible all glass in Museum cases is either laminated safety glass or safety filmed • The entrance to the Pitt Rivers Museum is through the Oxford University Museum of Natural History, this will be closed to the public should winds exceed 80mph to protect against the possibility of falling glass from the roof panels. • All education activities will use round-end scissors • All children and adults are briefed on how to handle objects carefully so as not to damage the objects or each other • Visiting children and adults will be advised to handle heavy or sharp objects carefully • If objects are presented in a box with a closed lid children and adults are told not to take the lid off • Nuts are always kept in boxes with sealed lids • Animal and plant material are kept in plastic bags to minimise pest infestation • Special care, instruction and adult supervision will be given when handling any weapon or fire-making equipment 	L
6	<p>Fire</p> <p>Fire alarms and emergency evacuation Fire risk assessments Emergency lighting</p>	All building occupants/visitors	1	4	4	<ul style="list-style-type: none"> • Building is provided with fire protection in accordance with the University Fire Officer and Oxford City Fire Officer – includes smoke detectors, call points, marked fire escape routes, emergency lighting, fire extinguishers and fully trained Gallery staff to assist in the event of an emergency • Good housekeeping to ensure that corridors and fire escape doors are kept clear at all times • Fire alarm system is tested weekly by staff and quarterly by a competent contractor • Emergency lighting receives regular inspection by a competent contractor • Annual fire evacuation • Fire Wardens appointed and trained • Gallery staff will indicate evacuation routes in an emergency • All booked groups receive a Health and safety talk which includes what to do in the case of a fire alarm 	L

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7	Smoking and eating	All building occupants/visitors	1	0	0	<ul style="list-style-type: none"> Smoking including e-cigarettes is not allowed anywhere in the Museum Food and drink cannot be consumed in the Museum If requested by the school a lunch space may be available outside the Museum Galleries 	L
8	Terrorism	Museum Staff, volunteers and members of public	1	8	8	<ul style="list-style-type: none"> We have taken advice from OU Security All Front of House and Public Engagement staff have received specific anti-terrorism training 	L