

<b>ASSESSMENT</b>  <b>PRM/RA/009</b>	<b>Workplace/Task/Activity Description:</b> <b>Group/School Visits to the Pitt Rivers Museum</b>	<b>PAGE 1 OF 4</b> <b>ISSUE 3</b> <b>MARCH 2014</b>
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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.

<b>FREQUENCY FACTOR (FF)</b>  1 = Improbable Occurrence 2 = Possible Occurrence 3 = Occasional Occurrence 4 = Frequent Occurrence 5 = Regular Occurrence
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<b>SEVERITY FACTOR (SF)</b>  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
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**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	Cathy Wright	Signature	Date
Approved by	Cathy Wright	Signature	Date

**WORKPLACE/TASK/ACTIVITY  
RISK ASSESSMENT**

**Risk Assessment PRM/HS/001**

**Issue 1**

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Ref	Hazard (State Cause and Consequences)	Affected Groups (unmitigated)	FF	SF	RR	Mitigating Controls	R d
1	General	All building occupants/visitors				<p>Annual safety inspection carried out by the Area Safety Officer and reported to the University Safety Office</p> <p>Any area of the public gallery undergoing maintenance or other activity is barriered off</p> <p>Gallery Staff are briefed to be observant and report any hazards immediately.</p> <p>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</p> <p>No running or climbing is permitted in the Museum</p> <p>All groups are met by Gallery or Education staff and briefed before visit commences.</p> <p>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</p> <p>A suitable number of fully trained first aiders can provide emergency cover in the Museum</p> <p>A suitably stocked first aid box is kept in several locations around the Museum</p> <p>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</p> <p>Lighting in the Museum is low to protect the objects and care should be taken when moving around the Museum.</p> <p>Lighting in circulation areas is good especially stairs</p>	
2	Working with electrical apparatus	All building occupants/visitors	1	4	4	<p>Five yearly inspection of building electrical system by a competent electrical contractor</p> <p>Portable electrical equipment is subject to regular safety inspections by fully trained personnel</p> <p>Only authorised persons are allowed to work with electrical equipment in the Museum</p>	
3	Lifting operations	All building occupants/visitors	1	2	2	<p>Manual handling guidance given if necessary</p> <p>All heavy lifting undertaken by fully trained contractors or staff</p> <p>No public activities require the lifting of heavy objects</p>	

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Ref	Hazard (State Cause and Consequences)	Affected Groups (unmitigated)	FF	SF	RR	Mitigating Controls	R d
4	Risk of slip, trip or fall	All building occupants/visitors	3	3	9	<p>Building is maintained in good condition</p> <p>The condition of all stairs and flooring is regularly checked by the Gallery staff and reported as necessary</p> <p>Hand rails are fitted on all stairs</p> <p>The edge of all the stairs are clearly indicated</p> <p>Low lighting levels in the Museum requires extra care on stairs when entering from the Museum of Natural History.</p> <p>Good lighting in other circulation spaces such as the stairs to the upper floors</p> <p>Areas will be barriered off when work is carried out during opening hours</p>	
5	Sharps	All building occupants/visitors	1	4	4	<p>Where possible all glass in Museum cases is either laminated safety glass or safety filmed</p> <p>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.</p> <p>All education activities will use round-end scissors</p> <p>Care must be taken when handling object with sharp edges</p> <p>warnings will be given by members of staff</p>	
6	Working at height	All building occupants/visitors	1	4	4	<p>Climbing onto the cases or chairs is not permitted</p> <p>Authorised persons only will do all working at height.</p> <p>Ladders, steps etc are tested regularly by a competent person and a log kept</p>	

Ref	Hazard (State Cause and Consequences)	Affected Groups (unmitigated)	FF	SF	RR	Mitigating Controls	R d
7	Fire	All building occupants/visitors	1	6	6	<p>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</p> <p>Good housekeeping to ensure that corridors and fire escape doors are kept clear at all times</p> <p>Fire alarm system is tested weekly by staff and quarterly by a competent contractor</p> <p>Emergency lighting receives regular inspection by a competent contractor</p> <p>Annual fire evacuation</p> <p>Fire Wardens appointed and trained</p> <p>Gallery staff will indicate evacuation routes in an emergency</p>	
8	Smoking and eating	All building occupants/visitors	1	0	0	<p>Neither smoking (including e-cigarettes) nor eating are allowed anywhere in the Museum.</p> <p>If requested by the school a lunch space may be available outside the Museum Galleries</p>	