	GLAM Activity/Area - Risk Assessment									
k Asse	esse Andrew McLellan	Area / Department	Pitt Rivers Museum, Glam	Ref No:	reference number					
		Signature	A McLellan	Date:	May-21					
Summ	ary description of tasks to be undertaken:	Risk assessment for formal education	on group visits to the Pitt Rivers Museum ( p	predominantly scho	ols but can include university and other educational groups)					

Responsibility for completing risk assessments is the function and responsibility of Line Management, however this task maybe delegated to a competent person or persons within the department.

The Assessor should be competent in hisher knowledge of the activity, process and trained in risk assessment and remains accountable to othis activate. As implementation)

(The Line manager must counter right at the bottom to approve the mist assessment and remains accountable or both its oldest & is implementation)

Ref	ldentify Hazard	Those at risk. & Description of harm.	Current Control Measures		Eva	Evaluate Risk		Additional Control Measures)	Re-Evaluate Risk		e Risk
	Hazards	Describe how those affected could be harmed		sures that are in place now. to identify & implement Additional Control Measures	Current Risk Rating			Additional Control Measures required to reduce the Current Risk Rating  If the Final Risk Rating is above 5 then find futher control Control Measures until	Final Risk Rating		
	Accidents, incidents and near misses	Children, young people and adults could be injured or	Student supervision of the group at the rule of 10 students under the age of 12 is red	itio of 1 responsible adult to supervise a maximum uired. Older students may be supervised by fewer	L	s	R	its 5 or below.  Front of House staff to monitor visist to ensure control measures being implemented (e.g. ensure teacher on each floor when students are there)	L	s	R
	hut themselves		adults at the discretion of the public enga All groups are met by Gallery or Learning briefed on: the need to walk rather than r	lults at the discretion of the public engagement staff.  I groups are met by Gallery or Learning staff and before the visit commences they are lefed on: the need to walk rather than run, fire alarm procedure, no use of the lift unless			4	,			
1			Teachers are alerted at the time of bookin coaches do stop on Parks Road to be aw at the front of the Museums and advised children alight from coaches. Teachers ar	all member of the visiting group, no food and dirik policy.  re alerted at the time of booking drop off for coaches is on Keble Road but if a stop on Parks Road to be aware of the presence of the cycle path on the road of the Museums and advised to have an adult stationed on the cycle path as plif from coaches. Teachers are advised to supervise children in the grounds. Museums at all times and alerted to the presence of the car park and possibility perhelics.  p plastic tubs to store school bags and coats teachers are advised to allow small at a time to do so in order to avoid overcrowding and risk of tripping.					1	2	2
			When using plastic tubs to store school b groups up at a time to do so in order to a								
			First aid boxes are kept in several location incidents are reported to Museum staff –	rs can provide emergency cover in the Museum. is around the Museum. All accidents and accidents and incidents for both employees and he University Safety Office and suitable remedial							
	a special project when they will be		a special project when they will be superv	the Museum only unless the students are part of ised by additional members of staff.							
	Covid19 - personal safety	a,b,c,d,e Contract or spread Covid19	All groups, whether taught or self-guided, Museum. Groups of 6 or more will be met one booked group in the Museum at a tin staff which do not exceed the total numb permitted at discretion of Education Lead	led with all teachers at the point of booking. will receive a health and safety induction to the at the front of Museum of Natural History. Only be though small groups supervised by museum or of group visitors permitted at one time may be The Museum will be open to the public while restricted to ensure that he agreed maximum of				Front of House staff to give extra supervison to ensure control measures are fully implemented			
2			departure of the Museum, which will be or staff, session leaders and supervising ad distancing is maintained between Museur students are in the same bubble then 2 n be maintained. All visitors to University premises who are	n staff and supervising adults and students. If wetre social distancing between students need not over 11 years of age should wear face coverings	2	3	6		2	3	6
			in line with Government guidelines. Coats museum staff.	and bags are handled by students and not by							
	Covid19 - group safety	a.b.c.d.e Contract or spread Covid19	quarantined for 72 hours between sessio objects as long as it does not contravene can take place, school risk assessments p teacher in charge of the group visit and the	s used in facilitated sessions are either cleaned or is. Schools will be given the option of handling the school's risk assessment. Object handling emitting. There will be a conversation with each is will be confirmed via email. If there are renues then the Covid19 guidelines of the				Front of House staff to monitor visist to ensure control measures being implemented - weekly meetings held with PRMOUMH1 is bookings and need to amend visitor tickel numbers as required. Bookings are syreadout for visits involving touchable artefacts to allow for cleaning, (currently 72 hours apart)			
3			adults or children feel unwell during the vi	by the visiting adult whenever possible. If any sit, group leaders make arrangements to return to or children are confirmed to have Covid 19 within m is notified by the visiting group leader.	2	3	6		2	3	6
			Toilets, accessed also by the general put out the day.	lic, are closely monitored and cleaned through							
4	Safeguarding	G Protection of children and vulnerable adults	safeguarding issues/policies, including id- University. In the event of a safeguarding Julian Duxfield director.hr@admin.ox.ac.u director.swss@admin.ox.ac.uk (01865) 28 concern that there is an immediate risk of emergency services should be contacted	0444 (direct line) or (01865) 280459. If there is a serious harm to a child or adult at risk then the without delay on 999 or 101. Volunteers are olicies of the Museum. Staff working directly with	1	4	4		1	4	4
			member of the public/staff/site user, they and/or Learning staff. All reports are refer Committee.	re concerned about the behaviour of another are to report it immediately to Front of House staff red to the Pitt Rivers Museum Health and Safety s prior permission has been sought. If access is							
	Flacking and another		given to the internet on tablets then appr also be required to supervise appropriate	appropriate filters will be put in place but teachers will							
5	Electrical equipment	e,b,c,d,e Risk of electric shock	Portable electrical equipment is subject to personnel. Only authorised persons are a Museum. Leaming staff are responsible fr any additional electrical apparatus bough	regular safety inspections by fully trained llowed to work with electrical equipment in the or seeking PATesting from a qualified tester on t into the museum.	1	2	2		1	2	2
6	The building	a.b.c.d.e Risk of tip or fall cauding injury accidents or shock	Building is maintained in good condition. The condition of all stars and flooring in checked by the Gallery staff and reported as necessary. Hand rails are fitted on The edge of all the stairs are clearly indicated. Low lighting levels in the Museum extra care on stairs when entering from the Museum of Natural History. Good light entire clinication spaces such as the statis to the upper floors. If taught school graken upstars by Education staff or Guides they are advised to go in single file, and they can use the handral. Areas will be barriered off when work is carried or opening hours. For a more detailed building risk assessment see PRM.RA.033		2	2	4	Front of House staff to give extra supervison to ensure control measures are fully implemented	1	2	2
7			A copy of this RA will be available to all gi	oups on request and via the Museum website			0				0
Approved and Signed by the Line manager: Kamine Sanders		Karrine Sanders		Print name and date	Karrine Sanders Ma			y 2021			

## Review Record This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed Review I Reviewed By Findings Signed Signed Signed Signed Signed Signed