**GLAM Activity/Area - Risk Assessment**

**Ref:** Reference number

**Date:** Feb-24

**Summary description of tasks to be undertaken:**
Risk assessment for formal education group visits to the Pitt Rivers Museum (predominantly schools but can include university and other educational groups).

**Responsibility or completing risk assessments:**
The line manager must ensure that the staff member review the Risk Assessment and ensure it is appropriate and up to date.

**The line manager must ensure that the Risk Assessment is fully understood by all staff and volunteers involved in the activity.**

### Hazards

<table>
<thead>
<tr>
<th>Ref</th>
<th>Hazard</th>
<th>Description of harm</th>
<th>Current Control Measures</th>
<th>Current Risk Rating</th>
<th>Additional Control Measures required to reduce the Risk</th>
<th>Final Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>kids, accidents and near misses</td>
<td>Children, young people and adults could be injured or harmed</td>
<td>Student supervision of the group at all times</td>
<td>1</td>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Safeguarding</td>
<td>Protection of children and vulnerable adults</td>
<td>All groups are met by a Gallery Learning staff member before entering the Museum</td>
<td>1</td>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Electrical Support</td>
<td>Risk of electric shock</td>
<td>Electric lighting equipment is subject to regular checks by electricians</td>
<td>1</td>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>The building</td>
<td>Risks of trip or fall</td>
<td>Injury to members of the group could occur</td>
<td>1</td>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summary of Tasks

**Current Control Measures**

- Visitor Experience staff to give extra supervison to ensure control measures are fully implemented.
- Visitor Experience staff to monitor visit to ensure control measures being implemented by visits back to small groups when students are three or less.
- If the Final Risk Rating is above 5 then find futher control Control Measures until its 5 or below.

**Review Record**

This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed.

**Print name and date:**
Andrew McLellan February 2024

<table>
<thead>
<tr>
<th>Review</th>
<th>Reviewed By</th>
<th>Findings</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A McLellan</td>
<td></td>
<td>A McLellan</td>
</tr>
</tbody>
</table>

---

**Current Risk Rating**

- 1: Risk to an individual is minimal and may be easily avoided
- 2: Risk to an individual is significant but is unlikely to cause a serious injury
- 3: Risk to an individual is high and is likely to result in a serious injury
- 4: Risk to an individual is very high and is likely to result in death or serious injury
- 5: Risk is intolerable and action must be taken to reduce the risk to an acceptable level

**Printer:** A McLellan

---

**Current Control Measures**

- Visitor Experience staff to give extra supervison to ensure control measures are fully implemented.
- Visitor Experience staff to monitor visit to ensure control measures being implemented by visits back to small groups when students are three or less.
- If the Final Risk Rating is above 5 then find futher control Control Measures until its 5 or below.