	GLAM Activity/Area - Risk Assessment  Grew McLellan Area / Department Pitt Rivers Museum, GLAM Ref No: reference number  Signature A McLellan Date: Feb-24								
k Assessi Andrew McLellan	Area / Department	Pitt Rivers Museum, GLAM	Ref No:	reference number					
	Signature	A McLellan	Date:	Feb-24					
Summary description of tasks to be undertaken:	Risk assessment for formal educ	cation group visits to the Pitt Rivers Muse	eum ( predominan	tly schools 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 his/her knowledge of the activity, process and trained in risk assessment techniques
(The Line manager must counter sign at the bottom to approve the risk assessment and remains accountabable for both its detail & its implementation)

Ref	Identify Hazard			Evaluate Ri		Risk	Additional Control Measures)			Re-Evaluate Risk		
		& Description of harm.										
	Hazards	Describe how those affected could be harmed	Current Control Measures that are in place now.  If Current Risk Rating is above 5 then look 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	Final Risk Rating				
				L	S	R	until its 5 or below.	L	S	R		
	Accidents, incidents and near misses	Children, young people and adults could be injured or hurt themselves	Student supervision of the group at the ratio of 1 responsible adult to supervise a maximum of 10 students under the ago of 12 is respired. Older students may be supervised by fewer adults at the discretion of the public engagement staff. All groups are met by Gallery or Learning staff and before the visit commences they are given a safety briefing which covers: the need to walk rather than run, fire alarm				Visitor Experience staff to monitor visit to ensure control measures being implemented (e.g ensure teacher on each floor when students are there					
			procedure, no use of the lift unless with an adult member of the visiting group, no food and drink policy.  Teachers are given advice on a safe place to board and alight from a coach or minibus and to cross Parks Road. Teachers are advised to supervise children in the grounds outside the Museums at all times and alerted to the presence of the car park and possibility of monity exhicles.									
1			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.	2	2	4		1	2	2		
			A suitable number of fully trained first aiders can provide emergency cover in the Museum. First aid boxes are kept in several locations around the Museum. All accidents and incidents are reported to Museum staff – accidents and incidents for to this employees and visitions are fully investigated, reported to the University Safety Office and suitable remedial actions taken as required.									
			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.									
	0.6	_	All children and adults are briefed on how to handle objects carefully so as not to damage the objects or each other.  All Public Engagement staff are DBS checked and have been briefed on child protection									
2	Safeguarding	C Protection of children and vulnerable adults	AN Futilic Englagment start are IDSs critications and nave been honered or chind protection and safeguarent jossess/policies, including identifying fleet safeguarenting lead within the University's Director of HR director he'ill admin co.ac.uk (01865) 20152 or the Director of Student Welfare and Support services director assess@admin.co.ac.uk (01865) 20152 or the Director of Student Welfare and Support services director assess@admin.co.ac.uk (01865) 20152 or the Student Welfare and Support services director assess@admin.co.ac.uk (01865) 20152 or the Student Welfare and Support services director assess@admin.co.ac.uk or students are the services director assessment of the Students and Students are serviced should be contacted without delay on 995 or 101. Volunteers are briefed on child protection/safeguarding poticies of the Museum. Staff working directly with children or vulnerable adults must participate in safeguarding training.	1	4	4		1	4	4		
			During school visits, if the staff or pupils are concerned about the behaviour of another member of the publicidatificities user, they are to roper it immediately to Front of House staff and/or Learning staff. All reports are referred to the Ptit Rivers Museum Health and Safety Committee.  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.									
3	Electrical equipment	e,b,c,d,e Risk of electric shock	Five yearly inspection of building electrical system by a competent electrical contractor. Portable electrical equipment is subject to regular sately inspections by fully trained personnel. Only authorised persons are allowed to work with electrical equipment in the Museum. Learning staff are responsible for seeking PAT testing from a qualified tester on any additional electrical apparatus bought into the museum.	1	2	2		1	2	2		
4	The building	a.b.c.de Risk of trip or fall cauding injury accidents or shock	Building is maintained in good condition. The condition of all stairs and flooring is regularly checked by the Galley 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 eart 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 Public Engagement staff or Guides they are advised to go in single file, on the left and they can use the handrail.	2	2	4	Visitor Experience staff to give extra supervison to ensure control measures are fully implemented	1	2	2		
			Where possible all glass in Museum cases is either laminated safety glass or safety filmed.  Areas will be barriered off when work is carried out during opening hours. For a more									
5			detailed building risk assessment see PRM.RA.033 A copy of this RA will be available to all groups on request and via the Museum website			0				0		
	d and Signed by the Line							<u> </u>				
nanage	:	Andrew McLellan	Print name and date	Andre	w McI	_ellan	February 2024					

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