GLAM Activity/Area - Risk Assessment										
k Assessi Helen Adams	Area / Department	Pitt Rivers Museum, GLAM	Ref No:	reference number						
	Signature	H Adams	Date:	Nov-25						
Summary description of tasks to be undertaken:	Risk assessment for formal educ	ation group visits to the Pitt Rivers Museum (p	redominantly scho	ols but can include university and other educational groups)						
· · · · ·	Signature H Adams Date: Nov-25 Risk assessment for formal education group visits to the Pitt Rivers Museum (predominantly schools but can include university and other educational groups) poleting 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 and the bottom to approve the risk assessment and emains ascountabable for both its detail at 8 is implementation)									

Ref	Identify Hazard	Those at risk.	Current Control Measures	Evaluate Risk		Risk	Additional Control Measures)		Re-Evaluate Risk		
	& Description of ha										
	Hazards	Hazards Describe how those affected could Current Control Measures that are in place now.		Current Risk Rating		Pisk	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			
		be harmed	If Current Risk Rating is above 5 then look to identify & implement Additional Control Measures					Rating			
				L	s	R	until its 5 or below.	L	s	R	
	misses Children, young people and adults could be		Student supervision of the group at the ratio of 1 responsible adult to supervise a maximum of 10 students under the age of 12 is required. Older students may be supervised by fewer adults at the discretion of the public engagement staff.				Visitor Experience staff to monitor visit to ensure control measures being implemented (e.g ensure teacher on each floor when students are there)				
			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 procedure, no use of the lift unless with an adult member of the visiting group, no food and drink pollcy.								
			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 moving vehicles.								
			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.								
1			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 both employees and visitors are fully investigated, reported to the University Safety Office and suitable remedial actions taken as required.	2	2	4		1	2	2	
			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.								
			All children and adults are briefed on how to handle objects carefully so as not to damage the objects or each other.								
			Supervisors of booked groups are asked to flag any SEND or special requirements at point of booking since related behavioural issues may pose a safety risk to the pupil themselves or others.								
	Safeguarding	c Protection of children and vulnerable adults	All Public Engagement staff are DBS checked. All Public Engagement staff and volunteers are briefed on the Museum's safeguarding policy and are able to identify their Activity Lead.								
			In the case of a safeguarding concern, it is the role of the Activity Lead to determine the next step which is likely to entail noting flow and Interleant details (e.g. factual observations, any conversations that were had, the place and date of the incident) and contacting the GLAM Safeguarding Officers Alex Newton (alex.newton@prm.ca.c.u.k) or Franando Calzada (Fernando calzada@prm.ca.c.u.k) as soon as possible. If the incident involves a member of the University (member of staff, student or volunteer), this must be noted in the correspondence and sent the same due.								
			If there is a concern that there is an immediate risk of serious harm to a child or adult at risk then the emergency services should be contacted without delay on 999 or 101 and the GLAM Safeguarding Officers informed.								
2			On a self-guided visit if there is a safeguarding concern then this can be brought to the attention of the Duty Manager or the GLAM Safeguarding Officers can be contacted directly - Alex Newton (alex newton@gm.ox.ac.uk) or Fernado Calzada (fernando calzada@gm.ox.ac.uk).	1	4	4		1	4	4	
			Staff working directly with children or vulnerable adults must participate in safeguarding training.								
		During school visits, if the staff or pupils are concerned about the behaviour of another member of the public/staff/isite user, they are to report it immediately to Visitor Experience staff and/or Public Engagement staff. All reports are referred to the Pitt Rivers Museum Health and Safety Committee.									
			Supervisors of booked group visits are asked to flag any SEND or special requirements at the point of booking.								
			Photos will not be taken of children unless prior written permission has been sought and obtained. 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 require asfely inspections by fully transper personne. 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,d,e 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 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 cotra 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 faught 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 handrall.	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 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					1			

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 A McLellan (2022/23) Reviewed, expanded section on safeguarding B McVean - Nov 2025 Updated contact details of Safegauarding Leads and Approver, added control measure regading SEND to risk 1 and 2 B.McVean B.McVean

Print name and date