GLAM Activity/Area - Risk Assessment

**Risk Assessment for Formal Education Group Visits to the Pitt Rivers Museum**

**Area / Department**: Pit Rivers Museum, GLAM

**Ref No**: Reference number

**Date**: Apr-22

**Summary Description of Tasks to be Undertaken**

The assessment has been carried out under the guidance of the Institution Manager (designated) and with the involvement of other relevant groups.

**Responsibility for Completing Risk Assessments**

The Risk Manager must oversee the implementation of the risk mitigation measures to ensure the assessment is completed and monitored (as per section 7.1 of the policy).

The Risk Manager should be consulted by the security manager or the line manager of the department responsible for the area(s) of the assessment to ensure the assessment is carried out properly and effectively.

The Risk Management Team must ensure that the risk assessment is carried out in a systematic and comprehensive manner to ensure the risk is appropriately identified and managed.

**Ref** | **Identify Hazard** | **Threats at risk** | **Description of harm** | **Current Risk Measure** | **Current Risk Rating** | **Current Risk Rating** | **Additional Control Measures** | **Additional Risk Rating** | **Final Risk Rating**
--- | --- | --- | --- | --- | --- | --- | --- | --- | ---
1 | Children, young people and adults could be injured or killed | Risk of trip or fall causing injury accidents or shock | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure steps are not wet when accidents are being reported)
2 | Electrical equipment | Risk of electric shock | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure outlets are not empty when accidents are being reported)
3 | Covid-19 - group safety | Risk of spreading Covid-19 to other staff and students | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure outlets are not empty when accidents are being reported)
4 | Covid-19 - personal safety | Risk of spreading Covid-19 to other staff and students | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure outlets are not empty when accidents are being reported)
5 | Contract or leased goods | Risk of injury accidents | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure outlets are not empty when accidents are being reported)
6 | Students, staff or other visitors | Risk of injury accidents | A. McLellan | 1 | 2 | 4 | Implemented (e.g., ensure outlets are not empty when accidents are being reported)

**Summary of Findings**

- The risk assessment has been completed and a final risk rating of 3 has been assigned.
- The following control measures have been implemented:
  - Ensure all electrical equipment is regularly serviced.
  - Ensure all student supervision is in place.
  - Ensure all first aid boxes are accessible.
- The risk assessment will be reviewed every 12 months or when circumstances surrounding the risk have changed.