GLAM Activity/Area - Risk Assessment

k Assess	Andrew McLellan	Area / Department	Pitt Rivers Museum, GLAM	Ref No:	reference number
		Signature	A McLellan	Date:	Apr-22
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 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	Those at risk. & Description of harm.	Current Control Measures	Evaluate Risk			Additional Control Measures)	Re-Evaluate Risk		
	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 until its 5 or below.	Final Risk Rating		
				L	S	R		L	S	R
1	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 age of 12 is required. 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 briefed on: 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 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 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. 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. 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.	2	2	4	Front of House staff to monitor visit to ensure control measures being implemented (e.g ensure teacher on each floor when students are there)	1	2	2
2	Covid19 - personal safety	a,b,c,d,e Contract or spread Covid19	Museum staff and visitors can wear face coverings at their own discretion. All groups, whether taught or self-guided, will receive a health and safety induction on their arrival in the Pitt Rivers Museum. The Museum will be open to the public while a booked group is in, but numbers will be restricted to ensure that the agreed maximum of visitors is not exceeded. We ask visitors to keep a safe distance from other visitors and Museum staff. Coats and bags are handled by students and not by Museum staff.	2	3	6	Front of House staff to give extra supervison to ensure control measures are fully implemented	1	3	3
3	Covid19 - group safety	a,b,c,d,e Contract or spread Covid19	If there are outreach sessions to other institutions or venues then the Covid19 guidelines of the specific institution will be adhered to. Any children requiring first aid are treated by the visiting adult whenever possible. Toilets, accessed also by the general public, are closely monitored and cleaned through out the day.	2	3	6	Front of House staff to monitor visist to ensure control measures being implemented.	1	3	3
4	Safeguarding	c Protection of children and vulnerable adults	All Education staff are DBS checked and have been briefed on child protection and safeguarding issues/policies, including identifying their safeguarding lead within the University. In the event of a safeguarding emergency the main University contacts are - Julian Duxfield director.hr@admin.ox.ac.uk (01865) 270152 or Gillian Hamnett director.swss@admin.ox.ac.uk (01865) 280444 (direct line) or (01865) 280459. 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. Volunteers are briefed on child protection/safeguarding policies of the Museum. 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/site user, they are to report it immediately to Front of House staff and/or Learning staff. All reports are referred to the Pitt 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.	1	4	4		1	4	4
5	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 safety inspections by fully trained personnel. Only authorised persons are allowed to work with electrical equipment in the Museum. Learning staff are responsible for seeking PATesting from a qualified tester on any additional electrical apparatus bought into the museum.	1	2	2		1	2	2
6	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 extra 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 Education staff or Guides they are advised to go in single file, on the left and they can use the handrail. 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	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 groups on request and via the Museum website			0				0

Approved and Signed by the Line manager:	Karrine Sanders	Print name and date	Karrine Sanders April 2022

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
04/04/2022	A McLellan		A. McLellan