**GLAM Activity/Area - Risk Assessment**

**Area / Department**

**Summary description of tasks to be undertaken:**

The assessment has been carried out in this institution (predominantly, but not limited to) under the responsibility of the Risk Assessor.

The assessment is carried out for the individual task identified in the summary description of tasks to be undertaken.

Risk Assessor: A. McLellan

**Review Date**

Oct 21

**Official Reference**

reference number

**Print name and date**

Karrine Sanders  Oct 21

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**Ref Identity Hazard**

**Description of harm**

**Current Control Measures that are in place now.**

**Current Risk Rating**

**Additional Control Measures required to reduce the Current Risk Rating**

**Final Risk Rating**

**A. Building**

**Identify Hazard**

Tripping: young people and adults could be injured or suffer falls

**Evaluate Risk**

**Rating**

**L x R**

2 3

**Current Control Measures**

- 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 visitors to be cautious when moving around the Museum. Which will be overseen by the School Group Leader.
- Students and adults will be encouraged to keep a safe distance from other visitors and Museum staff.
- Coats and bags are handled by students and not by Museum staff.
- We ask visitors to keep a safe distance from other visitors and Museum staff.
- Photos will not be taken of children unless prior permission has been sought. If access is allowed to the internet on tablets then appropriate filters will be put in place but teachers will also need to supervise inappropriate use of the web.
- Students and adults will be supervised by an adult member of the visiting group, no food and drink policy.
- Portraits are required of all visitors and must be handled with care. Front of House staff should be aware of the extent of security measures that are in place.
- School groups and visitors will be provided with a health and safety induction on arrival in the Pitt Rivers Museum. The Museum will be open to the public while a booked group is up at a time to do so in order to avoid overcrowding and risk of tripping.
- Any additional electrical apparatus bought into the museum.
- Five yearly inspection of building electrical system by a competent electrical contractor.
- Portable electrical equipment is subject to regular safety inspections by fully trained Front of House staff to ensure that all equipment is safe to use.
- If the Final Risk Rating is above 5 then find further control control Measures until implementation.
- Additional Control Measures.
- Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed.

**B. Electricity Equipment**

**Identify Hazard**

Risk of trip or fall causing injury accidents or shock

**Evaluate Risk**

**Rating**

**L x R**

3 2

**Current Control Measures**

- Portable electrical equipment is subject to regular safety inspections by fully trained Front of House staff to ensure that all equipment is safe to use.
- If the Final Risk Rating is above 5 then find further control control Measures until implementation.
- Additional Control Measures.
- Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed.

**C. Safeguarding**

**Identify Hazard**

Safeguarding

**Evaluate Risk**

**Rating**

**L x R**

2 4

**Current Control Measures**

- Visitor ticket numbers as required. Bookings are spreadout for 30 minutes apart
- Fire alarm procedures, including identifying fire escape routes
- Entry and exit into the Museum will be through the main entrance only and Front of House staff to monitor visit to ensure control measures are fully implemented
- If the Final Risk Rating is above 5 then find further control control Measures until implementation.
- Additional Control Measures.
- Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed.

**D. Covid19 - group safety**

**Identify Hazard**

Contract or spread Covid19

**Evaluate Risk**

**Rating**

**L x R**

2 3

**Current Control Measures**

- Visitor ticket numbers as required. Bookings are spreadout for 30 minutes apart
- Fire alarm procedures, including identifying fire escape routes
- Entry and exit into the Museum will be through the main entrance only and Front of House staff to monitor visit to ensure control measures are fully implemented
- If the Final Risk Rating is above 5 then find further control control Measures until implementation.
- Additional Control Measures.
- Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed.

**Review Record**

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

**Print name and date**

Sarah Barnett  Dec 21

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( predominately schools but can include university and other educational groups)
### Risk Assessment 2017

<table>
<thead>
<tr>
<th>Severity</th>
<th>5. Almost Certain</th>
<th>4. Likely</th>
<th>3. Possible</th>
<th>2. Unlikely</th>
<th>1. Rare</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Catastrophic</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>4. Severe</td>
<td>20</td>
<td>16</td>
<td>12</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>3. Moderate</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>2. Minor</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>1. Insignificant</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

### Risk Factors

#### Severity

1. **Insignificant** – Trivial injury or harm requiring no / minimal intervention or treatment
2. **Minor** – Minor injury / illness requiring minor intervention or treatment with no time off work or interruption to normal work duties
3. **Moderate** – Injury leading to lost work time (equal to or greater than one day), or interruption to normal work duties or occupational illness without lost work time
4. **Severe** – Severe injury / illness
5. **Catastrophic** – Fatality(s) or injury / illness leading to long term incapacity / disability

#### Likelihood

1. **Rare** – Freak event and happens only under extreme circumstances
2. **Unlikely** – Not expected to happen and happens due to the unforeseeable sequence of events
3. **Possible** – Could possibly happen and it is reasonably foreseeable under normal circumstances
4. **Likely** – Could easily happen and is probable under normal circumstances
5. **Almost Certain** – Common occurrence. Often happens and is expected to happen
<table>
<thead>
<tr>
<th>Score</th>
<th>Priority</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4</td>
<td>LOW</td>
<td>Low risk identified - Control measures to be adopted and modified</td>
</tr>
<tr>
<td>5 to 10</td>
<td>MEDIUM</td>
<td>Medium risk identified - Ensure that the risk assessment is reviewed. Further control may be necessary</td>
</tr>
<tr>
<td>12 to 25</td>
<td>HIGH</td>
<td>High risk identified - Stop. Re-evaluate risk assessment and develop/determine greater control measures</td>
</tr>
</tbody>
</table>

### Those at Risk - By Type

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Employees.</td>
</tr>
<tr>
<td>b</td>
<td>Others - (e.g. general public).</td>
</tr>
<tr>
<td>c</td>
<td>Young Persons - (those under 18 years of age).</td>
</tr>
<tr>
<td>d</td>
<td>New or Expectant mothers.</td>
</tr>
<tr>
<td>e</td>
<td>Contractors /Maintenance - (Either internal or external).</td>
</tr>
<tr>
<td>f</td>
<td>Child - (Anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils reach the MSLA in the school year in which they turn 16).</td>
</tr>
</tbody>
</table>