

Risk Assessment Form

Ref. No:

Directorate and Team: The Potteries Museum	Completed by: Philip Mountford	Manager: Keith Bloor
Activity and workplace: General visitors to Museum front-of-house		Date: 1 April 2011

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk			Further action required?	By whom	By when	Done
			likelihood	severity	L/ M/ H				
All Areas Slips and trips	Visitors and staff	No items are to be left on the floor. Cloakrooms are available for visitor's belongings.	1	1	1	Regular patrols from Operations staff. No further action required.			
Injury from contractors or work in progress	Visitors and staff	Contractors to provide and follow safe method of work (internal and external). All work to be barriered and signed appropriately. No tools to be left unattended. Hot-work permit system to be followed.	1	2	2	No Further action required			

Injury Severity	1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death	X	Likelihood	=	Risk rating	1-3. Low : no further action needed – keep under review 4-8. Medium: implement reasonable measures as per action plan 9-16. High: work cannot start until risk has been reduced
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial

Risk Assessment Form continued

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Injury at events, performances and workshops	Visitors and staff	All events, performances and workshops are individually assessed on a separate form.				See form for event			
Injury from items and equipment in temporary exhibitions	Visitors and staff	All exhibitions are individually assessed on a separate form.				See form for exhibition.			
Ascending and descending stairs	Visitors and staff	Stairs are marked with white edges. Visitors are encouraged to not congregate on stairs. Handrails are on all staircases. Stairs are well lit. Lifts are available. Stairs are cleaned daily.	1	3	3	None, but daily checks are made.	VS	Daily	
Fire Egress	Visitors and staff	We have trained staff and an egress plan. We have regular fire drills.	1	1	1	No further action required			

Risk Assessment Form continued

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Violent or other illegal incidents	Visitors and staff	Operations staff patrol regularly with two-way radios. We have radio contact with Police and city centre CCTV. We are members of the city centre crime initiative. We have internal CCTV	1	2	2	No further action required			