

Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team: ASCH&C – Museums	Completed by: K LEONARD	Manager: Clodagh Cherry
Activity and workplace: General School visit to Etruria Industrial Museum		Date: May 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
			No.	L/M/H				
Canal: deep water and no fences/barriers Injury/drowning by falling into canal.	All persons on site	Schools are responsible for providing sufficient adults to supervise the number of children in their group. Children should be warned in advance of the dangers of canals/water. Groups will have a member of museum staff with them who will give verbal warnings and take action in the event of an emergency. Lifeline & ring located at far end of Mill. Portable lifeline to be carried when taking groups to Canal Warehouse/Check Office.	4	M	Museum staff to be made aware of portable lifelines. Continue to carry when accompanying groups walking by canal.	All staff	ongoing	
Uneven surfaces both inside and outside may cause injuries due to slipping/tripping	All persons moving around site	Children should be advised to not run on site and should be closely supervised by adults with the group. Museum staff will give verbal warnings asking children to walk carefully before leading group outdoors.	2	L	No			
Injuries resulting from lift overloading or breakdown.	All persons using lift	Children will be told not to use lift unsupervised. Lift to be inspected for safety periodically. Maximum number of persons in lift is four at any time.	2	L	Lift inspections when necessary.		ongoing	
Weather. Problems and injuries resulting from excessive heat, cold or wet weather.	All persons on site	Children will be advised that much of museum is outdoor/unheated and should wear appropriate clothing. During hot weather drinking water can be provided on request.	2	L	No			

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

- | |
|----------------|
| 1. Rare |
| 2. Unlikely |
| 3. Likely |
| 4. Very likely |

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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 |

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 march 2010	Date & Initial Jan 2011	Date & Initial	Date & Initial	Date & Initial

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<p>Machinery - Especially when the steam engine is operating mill machinery. Injury from sharp edges, crush by moving parts etc. Emergency Procedure eg Fire Evacuation.</p>	<p>All persons visiting Mill</p>	<p>Museum staff to remain vigilant and monitor children in relevant areas. Verbal warnings will be given where necessary. Any machinery known to be potentially hazardous will be screened by appropriate safety grills and barriers. The boiler is safety tested annually. The engine & all working machinery is thoroughly checked and monitored.</p>	<p>3</p>	<p>L</p>	<p>No</p>	
	<p>All persons on site</p>	<p>Museum staff conversant with emergency procedures and will take action in the event of a major emergency such as a fire. Staff will instruct visitors to evacuate the building if necessary. Museum staff will summon emergency services. Member of museum staff in the mill will carry key to back entrance.</p>	<p>3</p>	<p>L</p>	<p>No</p>	
<p>Steam engine models, and other demonstration equipment. May cause burns, scolds, and trapped fingers</p>	<p>All persons taking part in activity</p>	<p>Steam models will only be demonstrated by museum staff. Children may be allowed to touch only under close supervision. Staff to warn of the dangers - particularly hot areas and moving parts.</p>	<p>2</p>	<p>L</p>	<p>No</p>	
<p>Handling objects damage to objects and people</p>	<p>All persons taking part in activity</p>	<p>Staff to give instruction before activity begins on how children should pick up objects using both hands and avoiding fragile parts, and warn that some items might be heavy.</p>	<p>1</p>	<p>L</p>	<p>No</p>	
<p>Cuts from scissors and allergic reactions/ skin eye contact from bicarbonate of soda, citric acid, paints, clay etc.</p>	<p>Children and adults taking part in activity.</p>	<p>Museum staff to give verbal warnings and instructions on safe use of materials. Children to be closely supervised and advised to wash their hands before eating. First aid kit and clean water available on reception. Children to be closely supervised during activities.</p>	<p>1</p>	<p>L</p>	<p>No</p>	

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