

**MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS
CORPORATE RISK ASSESSMENT**

Ref. No:

DEPARTMENT: City Renewal: Culture ,Leisure & Sport GROUP/SECTION: The Potteries Museum & Art Gallery ACTIVITY AND WORKPLACE: Real World Science: The Colour of Nature			NAME(S) OF ASSESSOR(S): Peter Lane DATE OF ASSESSMENT: January 2013			LINE MANAGER'S NAME: Keith Bloor SIGNATURE:	
No.	Potential Hazards	Who is affected?	A x B		C	Control Measures to Eliminate / Minimise the Risk	Further Action Required?
			Hazard Rating	Like-lihood			
	Cased specimens – glass sides and sharp corners causing cuts or bruises.	All	1	2	2	Instruct to handle carefully. Only pass cases to seated neighbours. Do not lift/drop from table.	Any damaged glass to be reported and removed from public use by presenter.
	Uncased specimens. Fur allergy – fear/revulsion at proximity to dead animals	All	1	2	2	Announce the arrival of each specimen and warn of potential skin reaction. Have gloves available if necessary. Instruct correct petting/handling techniques. Talk/warn visitors that all specimens are no longer alive, but are professionally prepared – that museum staff do not kill animals – and that nature rarely lets us get so close to living specimens so it is a special experience.	Have a space and activity away from animals for those who do not wish to take part. Presenters are emergency first aid trained. Any allergic reaction needs to be isolated, and washed in soapy water.
	Electrical equipment and cables as trip or collision hazards.	All	1	2	2	Arrange tables and space with “no go” area. Arrange cables under tables where possible. Walk carefully near equipment. Only presenter moves equipment.	Guide learners to their seats and describe where they may/may not move to.
	Getting lost/wandering away from the on gallery safari.	Learners	1	2	2	Describe limits of the Natural History Gallery. Limit the amount of safari time. Prescribe focussed activity(s) and what to do when complete.	Monitor link to Archaeology gallery. Indicate to accompanying adults the location of toilets, front door and reception desk for help.

(A)
HAZARD RATINGS

- | |
|---|
| 1. Minor injury
2. Major injury
3. Serious injury/death |
|---|

(B)
LIKELIHOOD

- | |
|---|
| 1. Unlikely
2. Occasional
3. Probable |
|---|

(C)
RISK PRIORITY

- | |
|---|
| 1-3 = Low
4-6 = Medium
7-9 = High |
|---|

Note: If risk (C) is above 4, REVIEW CONTROL MEASURES

THE RESULTS OF THIS ASSESSMENT MUST BE AGREED WITH RELEVANT STAFF. THE RISK ASSESSMENT WILL NEED TO BE REVIEWED ANNUALLY UNLESS THERE IS A CHANGE IN EQUIPMENT, STAFF, PROCEDURES, OR FOLLOWING AN ACCIDENT AND MUST BE REVISED IF NECESSARY.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial