

BRISTOL CULTURE TEAM RISK ASSESSMENT PROFORMA

School Visit: Bristol Museum and Art Gallery

Dept: Engagement, Formal Learning Date of Assessment: 22/11/19 Assessed by: Rachael Hall, Engagement Officer, Learning

Section: Bristol Culture Review dates (max 24 months) Date one: 22/11/20 Date two: 22/11/21

SECTION 1

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm <i>(Risk Rating Matrix Table 1)?</i>	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The Risk Rating <i>(See Note Below & Risk Rating Matrix Table 2)</i>
Navigating around the museum – including art galleries	Walking into picture frame protruding from the wall	Children and other visitors	Minor injury	Supervision by teachers and adults accompanying the group.	improbable	Low risk
Slips/trips on uneven floors or stairs	Cuts and bruises	Children and other visitors taking part in workshop	Serious injury	Teachers and adults accompanying the group to supervise movement around the museum. . Visitor assistant staff monitor conditions of floors/stairs for trip/slip hazards	Improbable	Low Risk
Child locked in toilet cubicle	Emotional distress	Children visiting the museum	Minor injury	Supervision by teachers and adults accompanying the group whilst using toilets. Adults suggest pupils do not lock cubicle doors Visitor assistants trained to resolve situation and unlock doors if required	improbable	Low risk

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Use of storage trolley with school bags and coats	Trolley topples over and crushes a person	Children and other visitors taking part in workshop	Serious injury	<p>Teachers and adults accompanying the group to supervise movement around the museum and use of trolley.</p> <p>Adults only to move trolley and assist children to add/remove items form it.</p> <p>Trolley is located in area out of a thorough-fair to prevent visitors walking into it.</p> <p>Museum staff assists loading trolley with bags on first arrival, but school staff are responsible for this for rest of visit.</p> <p>trolleys have wide base to prevent toppling and are designed by an educational supplier for this purpose</p>	Improbable	Low Risk
Movement from ground floor to first floor workshop room during workshop visit	<p>Falling down incurring cuts and bruises (especially on stairs)</p> <p>Injuries incurred from unsupervised use of workshop materials</p> <p>Children leaning staircase on way to first floor and first floor balcony</p>	Children, workshop participants and visitors	Serious/ fatal	<p>Maximum of 35 children attending workshop at one time.</p> <p>Museum Educator reminds adults of museum rules and what to do in the event of having to evacuate the building.</p> <p>Supervision by Museum Educator, teachers and adults accompanying the group.</p> <p>Ensure maximum workshop and museum capacity is not exceeded to avoid pushing and shoving. All school parties required to pre-book.</p> <p>Children walk in single file up staircase.</p> <p>Suggested ratio of children and adults is given to schools. Minimum of 1:6 (KS1-2) or 1:15 (KS3+)</p>	Improbable	medium

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SECTION 1

Movement from ground floor to first floor workshop room during independent visit	Falling down incurring cuts and bruises (especially on stairs) Injuries incurred from unsupervised use of workshop materials Children leaning staircase on way to first floor and first floor balcony	Children, adults and visitors	Serious/ fatal	Ensure ratio of children and adults is correct. Minimum of 1:6 Suggested ratio of children and adults is given to schools. Minimum of 1:6 (KS1-2) or 1:15 (KS3+)	Improbable	medium
Hurt through splinters from the wooden floor or staircase	Splinters	Children and other visitors taking part in workshop or visiting site	Minor Injury	Supervision by Museum Educator during workshop. Teachers and adults accompanying the group to supervise movement around the museum. Visitor assistant staff monitor conditions of floors/stairs for trip/slip hazards	Improbable	No Significant Risk
Using laminate sheets and paper resources around museum and during workshop	Slipping or tripping over items on the floor causes cuts/bruises/abrasions	Children and other visitors taking part in workshop	Minor Injury	Supervision by Museum Educator during workshops. Supervision by teachers and adults accompanying the group during self-guided activities. Items to be kept near middle of the table in workshop. Items on floor to be removed immediately by school staff/children.	Possible	Low Risk
Handling objects on tables in workshop	Sharp edges on objects cause cuts to skin. Items falling onto fingers/feet causes cuts/bruises/abrasions	Children and other visitors taking part in workshop	Minor Injury	Supervision by Museum Educator, teachers and adults accompanying the group. Items checked by Museum Educator for damage before each use and removed/replaced if necessary. If item damaged during use, item to be removed immediately. Museum Educator to explain how objects should be handled appropriately during workshop.	Improbable	No Significant Risk

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SECTION 1

Working near glass cabinet in Schools Room	Falling into cabinet causes cuts/bruises/abrasions	Children and other visitors taking part in workshop	Serious injury	Supervision by Museum Educator, teachers and adults accompanying the group. Children discouraged from overcrowding and jostling in area. Cabinet is alarmed to warn of contact with glass. Floor to be kept clear to prevent slipping/tripping into cabinet	Improbable	Low Risk
Inappropriate use of tools (ruler, pencils)	Contact with eyes/head causes cuts/bruises/abrasions	Children and other adults in room	Serious injury	Supervision by Museum Educator during workshop, teachers and adults accompanying the group. Children to be discouraged from inappropriate use of tools, including adults to model how to use them. Pencils/crayons not to be sharpened to extreme point. Supervision by teachers and adults accompanying the group around museum.	Improbable	Low Risk
Trapped fingers in toilet door	Cuts and bruises	Children and other visitors visiting this site	Minor Injury	Supervision by teachers and adults accompanying the group around museum. Doors designed to be used by public with museum staff supervision	Improbable	No Significant Risk
Trapped fingers in automatic doors	Cuts and bruises	Children and other visitors visiting this site	Minor Injury	Supervision by teachers and adults accompanying the group Doors designed to be used by public with museum staff supervision	Improbable	No Significant Risk
Hurt through handling interactive exhibits in the galleries	Cuts and bruises	Children and other visitors visiting this site	Minor Injury	Supervision by teachers and adults accompanying the group around museum. Exhibits designed and tested for handling by public without museum staff supervision. Exhibits regularly maintained and assessed for damage by visitor assistants Broken exhibits cordoned off/removed by museum staff.	Improbable	No significant risk

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SECTION 1

Visitors with mobility issues evacuating building	Visitors becoming trapped in event of emergency evacuation	Visitors with mobility issues on upper floors	serious	All visitors have access to all public areas of the museum. Visitor assistant team are trained to deal with such circumstances. Evacuation plan of building includes evacuating visitors with mobility issues.	Improbable	Low
Unsupervised children	Falling down incurring cuts and bruises Injuries incurred from unsupervised children between main hall and Schools Room	Children and other visitors visiting this site	Minor Injury	Minimum suggested ratio from museum team to school is 1 adult to 6 children. Museum Educators remind adults of museum rules and what to do in the event of having to evacuate the building. Supervision by Museum Educator, teachers and adults accompanying the group.	Improbable	No Significant Risk
Too many children	Visitors being crushed in the event of an alarm activation evacuation.	Children and other visitors visiting this site	Fatal/Major Injury	Ensure maximum capacity is not exceeded. Minimum suggested ratio from museum team to school is 1 adult to 6 children. Minimum suggested ratio from museum team to school is 1 adult to 6 children. Maximum of 35 children attending workshop at one time. All school parties should have pre-booked with correct number. Supervision by Museum Educator, teachers and adults accompanying the group.	Improbable	Medium Risk

SECTION 2 CHILD PROTECTION

What is the Task/Activity or Workplace Environment You Are Assessing? Copy and paste from Section 1	What opportunities are present or may be generated which will put or could put: CYP at risk from other people CYP at risk of viewing inappropriate content CYP at risk in participating in the production of content Other people at risk of allegation of abuse	Who is affected or exposed ?	What is the Potential Severity of Harm <i>(Risk Rating Matrix Table 1)?</i>	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls) How can you design the risk out)?	What is the Likelihood of harm occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The Risk Rating <i>(See Note Below & Risk Rating Matrix Table 2)</i>
Unsupervised children	Unsupervised children at risk of inappropriate conduct from those visiting site/staff/school adults	Children	Fatal/Major Injury	Minimum suggested ratio from museum team to school is 1 adult to 6 children. Minimum of 1:6 (KS1-2) / 1:15 (KS3 +) Children to be supervised in small groups at all times.	Improbable	Medium Risk
Unsupervised children	Visitors/staff/volunteers is at risk of being accused of inappropriate conduct	Visitors/staff/volunteers	Fatal/Major Injury	Children should not be in enclosed/ non-public space with non-DBS-checked adult.	Improbable	Medium Risk

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Guidance

CYP = children and young people

People who can constitute a risk to CYP includes: Any other child or adult including child's family, staff, external colleagues, contractors, volunteers, visitors

Inappropriate content includes: sexual images, physical, sexual, emotional abuse and neglect

Child protection/safeguarding scope includes: Digital activity, physical abduction, getting lost, unaccompanied children, content, physical spaces

Section 2 - ACTION PLAN

<u>What is the Hazard You Need to Control ?</u>	<u>What Additional Precautions do You Need to Either Eliminate the Risks or to Reduce the Risk to:</u> at Least the MEDIUM RISK RATING or Ideally the LOW RISK RATING.	<u>Who is Responsible For Implementing These Controls?</u>	<u>When Are These Controls to be Implemented (Date)?</u>	<u>When Were These Controls Implemented (Date)?</u>

Section 2 - ACTION PLAN

Unsupervised children at risk of inappropriate conduct from those visiting site/staff/school adults	Ensure ratio of children and adults is correct. Minimum of 1:6. Children to be supervised in small groups at all times.	Bristol Museums Learning Department Bookings team inform school of ratio of adults to children at time of booking. Minimum suggested ratio from museum team to school is 1 adult to 6 children. School brings a member of staff/helper who is suitable to supervise child groups. Museum Educators have Child Protection training which will enable them to respond to suspicious circumstances appropriately.	For each booking. For each booking. During museum staff training	Date of booking Date of booking On going
Visitors/staff/volunteers is at risk of being accused of inappropriate conduct	Children should not be in enclosed/ non-public space with non-DBS-checked adult.	Museum Educators responsible for avoiding putting themselves at risk. Bristol Museums Learning Department ensures that all Museum Educators have received correct Child Protection training.	At each workshop During museum staff training	On going

RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)
Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	The risk is no more than is to be encountered in normal every day life.