

**BRISTOL CULTURE TEAM RISK ASSESSMENT**  
**Bristol Museum & Art Gallery – school/group visits**

**Dept: Bristol Culture**

**Date of Assessment: 13.09.2021**

**Assessed by: Jane Hack, Senior Officer – Formal Learning**

**Section: learning**

**Review date: 13.09.2022**

**SECTION 1**

What is the <b>Task/Activity</b> or <b>Workplace Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards?	What is the <b>Potential Severity of Harm</b> ( <i>Risk Rating Matrix Table 1</i> )?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening ( <b>Existing Controls</b> )?	What is the <b>Likelihood of harm</b> occurring? ( <i>Risk Rating Matrix Table 1</i> )?	What is The <b>Risk Rating</b> ( <i>See Note Below &amp; Risk Rating Matrix Table 2</i> )
Slips/trips on uneven floors or stairs	Cuts and bruises	Children and other visitors taking part in workshop	<b>Serious injury</b>	Safety briefing given to groups on arrival. Supervision by Museum Educator during workshop. Teachers and adults accompanying the group to supervise movement around the museum. . Visitor Assistant monitor conditions of floors/stairs for trip/slip hazards and report immediately	<b>Improbable</b>	<b>Low risk</b>
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	<b>Minor injury</b>	Supervision by Museum Educator, teachers and adults accompanying the group. Items to be kept near middle of the table in workshop. Items on floor to be removed immediately by school staff/children.	<b>Possible</b>	<b>Low risk</b>
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	<b>Minor injury</b>	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.	<b>Improbable</b>	<b>No significant risk</b>

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Working near glass cabinet in Schools Room	Falling into cabinet causes cuts/bruises/abrasions	Children and other visitors taking part in workshop	<b>Serious injury</b>	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	<b>Improbable</b>	<b>Low risk</b>
Inappropriate use of tools (ruler, pencils)	Contact with eyes/head causes cuts/bruises/abrasions	Children and other adults in room	<b>Serious injury</b>	Supervision by Museum Educator during workshop, teachers and adults accompanying the group. Children to be discouraged from inappropriate use of tools, model how to use them correctly. Pencils/crayons not to be sharpened to extreme point. Supervision by teachers and adults accompanying the group around museum.	<b>Improbable</b>	<b>Low risk</b>
Trapped fingers in toilet door	Cuts and bruises	Children and other visitors visiting this site	<b>Minor injury</b>	Supervision by teachers and adults accompanying the group around museum. Doors designed to be used by public with museum staff supervision	<b>Improbable</b>	<b>No significant risk</b>
Trapped fingers in automatic doors	Cuts and bruises	Children and other visitors visiting this site	<b>Minor injury</b>	Supervision by Museum Educator during workshop. Supervision by teachers and adults accompanying the group Doors designed to be used by public with museum staff supervision	<b>Improbable</b>	<b>No significant risk</b>

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**SECTION 1**

Hurt through handling interactive exhibits in the galleries	Cuts and bruises	Children and other visitors visiting this site	<b>Minor injury</b>	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.	<b>Improbable</b>	<b>No significant risk</b>
Visitors with mobility issues evacuating building	Visitors becoming trapped in event of emergency evacuation	Visitors with mobility issues on upper floors	<b>Serious</b>	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.	<b>Improbable</b>	<b>Low</b>
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	<b>Minor Injury</b> <b>Ensure</b>	Ensure ratio of children and adults is correct. Minimum of 1:6 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.	<b>improbable</b>	<b>No significant risk</b>
Too many children	Visitors being crushed in the event of an alarm activation evacuation	Children and other visitors visiting this site	<b>Fatal/major injury</b>	Ensure maximum capacity is not exceeded. 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.	<b>Improbable</b>	<b>Medium risk</b>

## SECTION 2 - CHILD PROTECTION & ADULT SAFEGUARDING

What is the <b>Task/Activity</b> or <b>Workplace Environment</b> 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 <b>affected</b> or <b>exposed</b> ?	What is the <b>Potential Severity of Harm</b> <i>(Risk Rating Matrix Table 1)?</i>	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening <b>(Existing Controls)</b> <b>How can you design the risk out)?</b>	What is the <b>Likelihood of harm</b> occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The <b>Risk Rating</b> <i>(See Note Below &amp; Risk Rating Matrix Table 2)</i>
Unsupervised children	Unsupervised children at risk of inappropriate conduct from those visiting site/staff/school adults	Children	<b>Fatal/Major Injury</b>	Ensure ratio of children and adults is correct. Minimum of 1:6 (KS1-2) / 1:15 (KS3 +)  Children to be supervised in small groups at all times.  All museum staff have mandatory Safeguarding training. Museum Educators have been DBS checked with Enhanced Disclosure.  Volunteers, contractors, freelance workers all briefed about Safeguarding through information booklet.	<b>Improbable</b>	<b>Medium risk</b>
Unsupervised children	Visitors/staff/volunteers is at risk of being accused of inappropriate conduct	Visitors/staff/volunteers	<b>Fatal/Major Injury</b>	Children should not be in enclosed/ non-public space with non-DBS-checked adult.	<b>Improbable</b>	<b>Medium risk</b>

**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 3 - ACTION PLAN

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<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 <b><u>MEDIUM RISK RATING</u></b> or <b><u>Ideally the LOW RISK RATING.</u></b>	<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>
Unsupervised children at risk of inappropriate conduct from those visiting site/staff/school adults	<p>Ensure ratio of children and adults is correct. Minimum of 1:6.</p> <p>Children to be supervised in small groups at all times by school adult or parent/carer.</p> <p>All Museum Educators DBS checked every 3 years (minimum)</p>	<p>Bristol Museums Learning Department Bookings team inform school of ratio of adults to children at time of booking.</p> <p>School brings a member of staff/helper who is suitable to supervise child groups.</p> <p>Museum Educators have DBS and Child Protection training which will enable them to respond to suspicious circumstances appropriately.</p>	<p>For each booking.</p> <p>For each booking.</p> <p>During museum staff training &amp; mandatory online training through Bristol City Council.</p>	<p>Date of booking</p> <p>Date of booking</p> <p>Every 3 years (min)</p>

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

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

Action Required : Key To Ranking	
High or Very High Risk	<b>STOP ACTIVITY!</b> Action <b>MUST</b> 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 everyday life.