

BRISTOL CULTURE TEAM RISK ASSESSMENT

M Shed – school/group visits

Dept.: Bristol Culture & Creative Industries

Date of Assessment: 25.08.2023

Assessed by: Jane Hack, Learning Manager

Section: Learning

Review date: 25.08.2024

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>)
Slips/trips on uneven floors or stairs	Cuts and bruises	Children, accompanying adults and other visitors	Serious injury	Safety briefing given to groups on arrival. Teachers and adults accompanying the group to supervise movement around the museum. . Visitor Assistants monitor conditions of floors/stairs for trip/slip hazards and report immediately	Improbable	Low risk
Using laminated sheets and paper resources around museum and during workshops	Slipping or tripping over items on the floor causes cuts/bruises/abrasions	Children, accompanying adults and other visitors	Minor injury	Supervision by teachers and adults accompanying the group. Items on floor to be removed immediately by museum staff.	Possible	Low risk
Handling objects during activities	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 staff, teachers and adults accompanying the group. Items checked by museum staff for damage before each use and removed/replaced if necessary. If item damaged during use, item to be removed immediately. Museum staff to explain how objects should be handled appropriately.	Improbable	No significant risk
Working near glass cabinets around museum	Falling into cabinet causes cuts/bruises/abrasions	Children, accompanying adults and other visitors	Serious injury	Supervision by teachers and adults accompanying the group. Children discouraged from overcrowding and jostling in area.	Improbable	Low risk

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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, 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.	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.	Improbable	No significant risk
Trapped fingers in automatic doors	Cuts and bruises	Children and other visitors visiting this site	Minor injury	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	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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Visitors with mobility issues evacuating building	Visitors becoming trapped in event of emergency evacuation	Visitors with mobility issues	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
Visiting the harbourside	Cuts, bruises through tripping. Drowning if falling into the water.	Children and other visitors on site	Fatal/major injury	Supervision by Museum Educator during workshop – gathers children away from water's edge and warns of dangers. Supervision by teachers and adults accompanying the group during independent visit-remind children of appropriate behaviour. Partial barriers in place along harbourside outside M Shed.	Improbable	Medium risk
Unsupervised children	Falling down incurring cuts and bruises Injuries incurred from unsupervised children between museum and lunch room	Children and other visitors visiting this site	Minor Injury Ensure	Ensure ratio of children and adults is correct. Minimum of 1:6 Museum Educators remind adults to supervise carefully. Supervision of children 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. 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 & ADULT SAFEGUARDING

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 (Risk Rating Matrix Table 1)?	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? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
Unsupervised children	Unsupervised children at risk of inappropriate conduct from those visiting site/staff/school adults	Children	Fatal/Major Injury	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.	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 3 - 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> <u>at Least the MEDIUM RISK RATING or Ideally the LOW RISK RATING.</u>	<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 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 & 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
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

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 everyday life.