

Activities Covered by this Assessment	School visits	Reference:	
Site Address / Location	Harborough Museum	Department / Service / Team	A&C, Museums and Heritage
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
Arrival and departure to and from the Symington building	School groups visiting the museum	<ul style="list-style-type: none"> The school party leader to be responsible for the supervision of their parties to and from the museum/library Coach drop off point is Symington Way at the rear of the building 	M	L	L	<ul style="list-style-type: none"> HDC and LCC staff will be made aware of school visit, to ensure school groups can enter immediately, and avoid higher-risk locations e.g. car park 	M	L	L			
Overcrowding Slips, trips and falls Interactive exhibits	School groups visiting the museum Museum educators	<ul style="list-style-type: none"> School group visits are on a rota basis to prevent overcrowding and these numbers are limited by the fire risk assessment. A regular inspection regime is in place to identify potential hazards. Pupils must be supervised by and remain the responsibility of school staff at all times. Schools are 	L	L	L							

		<p>required to follow national levels of supervision depending on age of children and activities undertaken. LCC staff will make this clear before and during visits for awareness</p> <ul style="list-style-type: none"> • Paid workshops are led by Museum Educators • All exhibits are regularly maintained and risk assessed (appropriate action is taken when necessary). 												
<p>Emergency situations e.g. First Aid required, Fire Evacuation</p>	<p>School groups, LCC staff, visitors, volunteers</p>	<ul style="list-style-type: none"> • Schools to ensure that they are able to provide first aid assistance at all times to their group during their visit • All accidents/incidents to be reported to a member of staff in order that they can be recorded in the accident book • LCC staff have emergency first aid training • School staff to be aware of fire evacuation procedure which is provided prior to visit. LCC staff to include as part of meet and greet • School staff to supervise pupils at all times 	<p>H</p>	<p>L</p>	<p>M</p>									

		<ul style="list-style-type: none"> • Concierge to inform LCC staff immediately if they see a child leaving the building unsupervised. • School staff to report any missing children to LCC staff who will follow the lost child policy. 													
<p>Activities undertaken as part of an ME-led learning session</p>	School groups	<ul style="list-style-type: none"> • All paid school workshops are led by trained Museum Educators • All Museum Educators DBS checked • Additional information requested from teachers at booking stage relating to particular needs of individual children and any SEN. • All objects/artefacts and activities are carefully selected to be appropriate for use by school groups and used under supervision. • Adult supervision required when using craft materials, dressing-up clothes and equipment. • All materials used appropriate for school aged children 	M	L	M										

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Fire, flood or other unexpected situation could take place
How could this emergency situation be prevented / controlled?	Following fire evacuation/general evacuation plan and using business continuity plans will help control these situations
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	Harborough District Council, Leicestershire County Council staff are responsible for emergency situations. Regular fire evacuation checks are held, and business continuity plans are in place.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Weather could affect getting to the museum, school to check safety before departing. Anti-social visitors could disrupt a school visit, there is a building guard that regularly patrols and can be called upon if needed.

Risk Assessor (s) Name(s):	Jacob Sohanpal	Risk Assessor(s) Signature (S):	J Sohanpal	
Authorised By:	Tim Savage	Authoriser Signature:	T C Savage	
Date Conducted:	03/04/2023	Date Review Due	Date of Review	Initial
		03/04/2024	04/09/2024	HK

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.