

<b>Activities Covered by this Assessment</b>		School / Children's Group Workshops										
<b>Site Address / Location</b>		Melton Carnegie Museum			<b>Department / Service / Team</b>		Adults and Communities					
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?

<p>Arrival of children by coach or walking</p>	<p>Staff Customers Visitors Volunteers Students</p>	<p>Entrances to be kept clear at all times. Grit / shovel / gloves used to keep entrances free of snow and ice. School staff to ensure there is a sensible ration of adults to children following guidelines. Coaches to drop off pupils close to museum at a pre-arranged time. School staff responsible for all children on journey to and from site. Museum to arrange suitable area for children to remove coats before proceeding with activity. Everyone should sanitise hands before entering the museum.</p>	<p>Low</p>	<p>Low</p>	<p>Low</p>									
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<p>Events inside museum site</p> <p>RA1/PB/HSW/2012 – Version 3</p>	<p>Staff Volunteers Customers Visitors Students</p>	<p>Site regularly inspected for tripping hazards. Pupils to be supervised at all times by school and museum staff. Children not to be allowed to run in the building. All equipment kept tidy. Any damaged equipment to be immediately removed. First Aid trained staff from the school and museum to be present for these events. All accidents / incidents to be reported to a member of staff. Provide school with risk assessment and fire procedure before visit and ensure they are familiar with them. Talk to whole group before event about evacuation procedure. Limit group size. All museum staff leading activities are DRB checked. All objects used in sessions to be selected for their suitability for handling by children and used under close supervision. Children not to be given any potentially dangerous piece of equipment.</p>	<p>Low</p>	<p>Low</p>	<p>Low</p>								
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Risk Assessor (s) Name(s):	Katie Bluett	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		<b>Initial</b>
Date Conducted:	August 2024	Date of Next Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		
		Date of Review:		

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

Likelihood of Harm Occurring

Risk Rating Definitions	
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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 <b>High</b> , 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.