

Activities Covered by this Assessment	Workplace General Risk Assessment		
Site Address / Location	Melton Carnegie Museum	Department / Service / Team	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 ?
General	Staff Customers Visitors Volunteers Students Contractors	Health and Safety is a standing agenda item at staff meetings. Bi monthly H & S check carried out by staff. Risk assessments reviewed annually. Staff training. H&S posters displayed. H&S inspections.	N/A	N/A	N/A							

<p>Travel from site to site</p>	<p>Staff Volunteers</p>	<p>Site informed of travel plans and procedure to adopt following non-arrival. MOT certificates, driving licenses and insurance certificates checked. Staff advised to check lights, brakes, tyres and fuel levels before each journey. Valuables to be kept out of sight. Car doors locked if feeling vulnerable. Hitch hikers not to be offered lifts. Staff using public transport to advise of route and ETA before departing and procedure to adopt following non-arrival.</p>	<p>High</p>	<p>Low</p>	<p>Low</p>	<p>All travellers to carry mobile phones. Staff to keep sites informed if journey is delayed / halted. Staff to carry drinks, snacks, warm clothes for lengthy journeys.</p>								
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Maintenance of Services and Equipment	Staff Customers Visitors Volunteers Students Contractors	Boiler serviced annually Lift serviced 6 monthly. Electrical equipment PAT tested annually. Fire extinguishers serviced annually. Emergency lighting serviced 6 monthly. Ladders / step ladders inspected bi-monthly. Water temperatures checked monthly. Records kept of all servicing, inspections and maintenance.	High	Med	Med	Use of building maintenance file to record servicing and repairs. All maintenance visits recorded. Ad hoc H&S walk round inspections.								
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Use of equipment	<p>Staff Customers Visitors Volunteers Students Contractors</p>	<p>Roller shutter doors – only to be raised or lowered when museum is closed. Ensure door is clear of people and hands, feet and clothing are away from moving parts. Lifts – children not allowed to play in lifts. Problems reported immediately. Lift disabled if considered to be hazardous. Step ladders – Top step not to be used unless has platform and handrail. Not to be used alone. User not to lean or stretch. Bystanders kept clear. Steps placed on solid base. Laminator/ Shredder / Guillotine – not to be used by under 18s. Faulty equipment – to be reported, removed from use and labelled not to be used. Discard immediately if unrepairable. Equipment jams – cleared in line with manufacturer’s instructions. Ensure equipment unplugged before proceeding with maintenance.</p>	High	Med	Med									
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Asbestos	Staff Customers Visitors Volunteers Students Contractors	Asbestos survey file maintained up to date and readily available to staff and contractors. Visiting contractors to read asbestos survey and sign to say they have done so.													
Water	Staff Customers Visitors Volunteers Students Contractors	Monthly temperature checks carried out and recorded. Legionella log book available for viewing. External contractor to review and report. Hot water heaters set to not exceed 50c	High	Low	Low										
Glazing	Staff Customers Visitors Volunteers Students Contractors	Site survey carried out on all buildings over 5 years old. Glazing repaired or made safe to comply with current safety standards.	High	Low	Low										
Electricity	Staff Customers Visitors Volunteers Students Contractors	Buildings have a fixed electrical installation survey test every 5 years. All portables electrical equipment to have yearly PAT test. Portable appliance inventory maintained.	High	Low	Low										

Gas	<p>Staff Customers Visitors Volunteers Students Contractors</p>	<p>Buildings gas installation to be inspected every 3 years. Annual boiler and heating service.</p>	High	Low	Low										
Accidents	<p>Staff Customers Visitors Volunteers Students Contractors</p>	<p>Quarterly inspection of site to identify, eliminate or reduce risks. First aid box fully stocked with in date supplies and easily located. Trained first aiders on duty wherever possible. Floor area kept clear. No trailing electrical leads. Safe handling procedures used when lifting / moving heavy items. Spillages mopped up immediately. Only authorised stepladders used. Rock salt, shovel and gloves provided to keep pathways to building ice and snow free.</p>	Med	Med	Med										

<p>Display Screen Equipment</p>	<p>Staff Volunteers Students</p>	<p>Regular users undertake e learning. Equipment is provided to ensure safe and comfortable working. Regular breaks to avoid strain.</p>	<p>Med</p>	<p>Low</p>	<p>Low</p>							
<p>Contractors working on site</p>	<p>Staff Customers Visitors Volunteers Students Contractors</p>	<p>Staff advised in advance. ID cards examined. Contractors sign in to maintenance log book and read and sign asbestos survey before commencing work. Any work likely to cause H&S risk to be carried out when premises are closed. Any hot works carried out require a permit before work commences.</p>	<p>Med</p>	<p>Med</p>	<p>Med</p>							

<p>Personal attach - physical</p>	<p>Staff Volunteers Students</p>	<p>Personal safety paramount. If in any doubt leave the situation / building immediately. Try to keep a distance between you and your potential attacker. Use the panic alarm or personal alarm. Call for assistance – dial 999. If attacked staff to prioritise own safety – let attacker take cash etc. Cash banked weekly. Counting of cash carried out when site closed – not in view of public. Staff room can be locked and used as a safe haven. Suitable external lighting for exiting site after dark. Follow incident report process after an ecent.</p>	<p>High</p>	<p>Low</p>	<p>Low</p>										
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Personal attack - verbal	Staff Volunteers Students	Customer care / dealing with difficult situations training for staff. Staff to keep calm and not be provoked. Support of other / senior members of staff. Call for help – dial 999. Follow incident report process after event.	Med	Low	Low								
Cleaning and transmission of infection	Staff Customers Visitors Volunteers Students Contractors	Premises cleaned to hygienic standard by staff every day. Anti-bacterial cleaner / wipes available for staff use. Computer keyboards / telephones wiped down regularly with appropriate product. Rubbish removed immediately. Customer toilets cleaned and inspected daily.	Low	Med	Low								
Fire		See separate Fire Risk Assessment in Fire folder											

COSHH	Staff Customers Visitors Volunteers Students Contractors	Chemicals, cleaning products etc to be kept locked away. PPE to be used by staff when using cleaning products. No unnecessary chemicals to be kept on site.	High	Low	Low								
Manual Handling	Staff Volunteers Students	Staff to complete manual handling training. Try to use equipment rather than manually move things. No-one under 18 to lift heavy objects.	Med	Low	Low								

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):		Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:		Date of Next Review:		

Date of Review:		
Date of Review:		
Date of Review:		
Date of Review:		

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.