

**Significant Findings of Risk Assessment**

<b>Site / Premises:</b> Leicester Museums & Galleries	<b>Assessment Carried Out By</b>  <b>Name:</b> Imogen Cox  <b>Signature:</b> <i>Imogen Cox</i>	<b>Assessment Serial Number:</b> L001		
<b>Department:</b> Learning and Engagement		<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b> Visitors/School groups – learning development (curriculum enrichment) activity	<b>Responsible Manager / Team Leader etc</b>  <b>Name:</b> Mark A. Simmons  <b>Signature:</b> <i>Mark A. Simmons</i>	18/10/24	18/10/25	Mark A. Simmons

**Risk Rating.**

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that enough and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action: By Who?	Action: By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Traffic hazard</b> Visitors disembarking coaches at The Newarke. Hazard with other cars.	Visitors / School groups minor road accidents.	Pupils to be always supervised by teacher/adults.  Adult: Pupil ratios to be always observed.	1	3	3	Staff arrival / Welcome information on safe arrival and entry into the museum - Main entrance	LO	PRIOR TO VISIT	
<b>Slips, trips and falls</b> Trips over equipment/Learning resources not put away.  Slips over spillages.  Visitors and staff arriving at the museum.	Visitors, staff and contractors could trip or fall resulting in physical injury.	Staff provided with site induction on start and have attended H and S Induction training course.  General instructions and procedures in place for housekeeping, spill clearance, recycling, keeping access routes clear, etc.  Regular cleaning and monitoring Entrances wide enough, ramped and well lit.  Disabled access throughout.  Regular checks by customer Service Assistants throughout the day.	2	3	6	Ensure refresher training is available for general health and safety training	CSA / LO / Session Leaders		

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Trips on the stairs.  Trips inside the museum – display cabinets, carpet, wooden flooring.		Cleaned daily. Visitors are encouraged to use the handrails.  Large groups should be split. Guidelines sent out to booked groups in advance of their visits  Pupils to be always supervised by teacher/adults. Adult: Pupil ratios to be always observed.							
<b>Physical attack</b> Session Leaders, pupils, teachers and Customer Service Assistants from aggressive and threatening behaviour from members of the public.	All staff/visitors could be assaulted or threatened resulting in physical or psychological injury.	Lone Working Procedure in place for staff. Guidelines sent out to booked groups in advance of their visit. Incidents reporting procedure for Session Leaders. Pupil: Adult ratios enforced. i.e. pupils always accompanied.	1	3	3	Regularly raise awareness and monitor these issues at staff meetings. Staff to record any incidents on SO2 forms. CCTV in place on site	LO / Session Leaders		
<b>Electricity:</b> including use of portable electrical equipment. Electric shock due to misuse of electrical items or faulty electrical items.	All persons on site may get electric shock resulting in death, unconsciousness or burns.	All electrical items are either PAT tested or new items.  Staff have undertaken Health and Safety training.	1	3	3	Safety briefing to group / session leaders	CSA / LO / Session Leaders		
<b>Fire</b>	All staff & visitors: death, smoke inhalation or burns.	Emergency evacuation procedure (Inc. Evac chairs) Maintenance of fire safety systems (alarm, extinguishers).  Fire alarm call points and fire extinguishers located throughout the building Multi zoned fire alarm is tested on a regular basis and regular fire drills are carried out.  Emergency exits and Fire Doors checked on a regular basis.  Emergency exits and escape routes signage is in place.	1	4	4	Fire safety briefing to group / session leaders	CSA / LO / Session Leader		

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		<p>Staff ensure that visitors and contractors are informed of what to do in an emergency.</p> <p>Emergency Action Notices are displayed throughout the site detailing the steps to be taken in the event of an emergency.</p> <p>Enforced No Smoking Policy.</p> <p>CCTV in place covering both internal and external areas.</p> <p>Housekeeping practices are in place.</p>							
<b>Accident or illness</b> Visitors, pupils and staff.	Unexpected illness leading to fainting / falls / injuries	<p>Responsible persons on duty and First Aid trained staff.</p> <p>First Aid supplies on site.</p> <p>Two- way radios in use.</p> <p>SO2 reporting</p>	2	2	4		CSA / LO / Session Leaders		
<b>Damage to museum collections</b>	Accidental damage or vandalism	<p>Guidelines sent out to booked groups in advance of their visit.</p> <p>Behaviour management in place for all group activities.</p> <p>Pupils should always be accompanied by their teacher or group leader. Training for Customer Service Assistants and Session Leaders.</p> <p>Secured cabinets.</p>	1	1	1		CSA / LO / Session Leaders		

**Scoring Table**

LEVEL OF RISK	OVERALL RATING	HOW THE RISK SHOULD BE TACKLED/MANAGED
<b>HIGH RISK</b>	<b>15-25</b>	<b>Immediate Management Action</b>
<b>MEDIUM RISK</b>	<b>9-12</b>	<b>Plan for Change</b>
<b>LOW RISK</b>	<b>1-8</b>	<b>Continue to Manage</b>

Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

**Impact (B)**

**Risk Score**

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

**Risk Scoring Guide**

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.	

Very  
Unlikely  
/Rare

1

**EXCEPTIONAL** event. This will probably never happen/recur. A barely feasible event.