




RISK ASSESSMENT FORM

Department:	Museum (Commercial and Development)
Activity being Assessed:	Handling sessions at Verulamium Museum: Archaeology and Artefacts; Exploring Roman Britain; GCSE Latin Experience
Location:	Verulamium Museum
Persons at Risk:	School Children (SC), School Staff (SS), Museum Teachers (MT), Learning and Interpretation Officer (LO)

Assessor's Name:	Eleanor Payne	Assessor's Job Title:	Learning and Interpretation Officer
Assessor's Signature:		Date of Assessment:	10 th September 2018

Review by Date (see note below):	10 th September 2019
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Legislation Applicable:	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 Manual Handling Operations Regulations 1992 Workplace (Health, Safety and Welfare) Regulations 1992
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Risk assessments should be reviewed at least annually or more often if:

- there is a change to working practices, equipment, IT systems, location or staff
- the residual risk remains high once all existing and/or additional control measures have been put in place

- **there is an accident or near miss (reportable) or long term sickness relating to the activity**
- **unsatisfactory issues are identified by safety checks and/or monitoring or through complaint**

No.	Hazard Who might be harmed? How?	L	S	R	Control Measures (Existing)	L	S	R	Control Measures (Additional)	L	S	RR	Date Additional Control Measures Completed
1	Handling all types of objects the risks being varied and details below At risk: (MT), (SC), (SS), (LO)	2	2	4	<p>THE FOLLOWING MEASURE APPLIES TO ALL TYPES OF OBJECTS:</p> <p>LO has selected appropriate objects for the session and will monitor their usage and suitably on a regular basis (at least annually). This will be done in partnership with the museum teaching team and in response to feedback from schools.</p> <p>Should an incident occur, the entire session will be reviewed and the handling objects will be risk assessed again.</p> <p>Specific risks with particular types of object are detailed below.</p>	1	2	2					
2	Handling heavy objects that could fall or drop onto hands and/or feet. At risk: (MT), (SC), (SS), (LO)	3	2	6	<p>MT will explain and demonstrate appropriate handling of objects to the SC and SS at the beginning of and throughout the teaching session as appropriate. These being:</p> <ul style="list-style-type: none"> ○ Using two hands when holding and lifting objects ○ Holding objects over a table at all times 	2	2	4					

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					<ul style="list-style-type: none"> ○ Advising visitors to lift objects only if this is manageable for them (through testing of the weight of the object by moving it on the table only at first) and that this is an individual judgment (not uniform or dependant on age) ○ Advising not lifting the object above a height of approx. 10 cm from the table <p>LO will ask for the SS to support and supervise the SC at all times.</p> <p>LO has labelled objects that should not be lifted or that are particularly heavy. The MT will always advise caution.</p>								
2	<p>Handling objects with moving parts and mechanisms that could trap fingers.</p> <p>At risk: (MT), (SC), (SS), (LO)</p>	3	2	6	<p>MT will explain and demonstrate appropriate handling of objects to the SC and SS at the beginning of and throughout the teaching session as appropriate. These being:</p> <ul style="list-style-type: none"> ○ Taking time and care when handling objects that have moving parts, being careful not to force 	2	2	4					

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					<p>or push anything if it resists</p> <ul style="list-style-type: none"> Asking SC and SS not to put their fingers into small parts of objects in case they get stuck or lodged. 								
3	<p>Handling objects with sharp or rough edges that could cause injuries such as cuts and lacerations. At risk: (MT), (SC), (SS), (LO)</p>	3	2	6	<p>MT will explain and demonstrate appropriate handling of objects to the SC and SS at the beginning of and throughout the teaching session as appropriate. These being:</p> <ul style="list-style-type: none"> Taking time and care when handling sharp objects <p>Any sharp objects will be highlighted at the beginning of the session by the MT.</p> <p>LO will only select objects that are appropriate for handling. Where necessary these objects are secured in plastazote and inside transparent sealed boxes.</p>	2	2	4					
4	<p>Handling small objects or objects with small parts that could be ingested creating a choking potential. At risk: (SC)</p>	2	5	10	<p>MT will explain and demonstrate appropriate handling of objects to the SC and SS at the beginning of and throughout the teaching session as appropriate.</p>	1	5	5					

No.	Hazard Who might be harmed? How?	L	S	R	Control Measures (Existing)	L	S	R	Control Measures (Additional)	L	S	RR	Date Additional Control Measures Completed
					LO has secured all small objects in plastazote.								
5	Handling objects made from materials that could create sharp edges if dropped and broken (e.g. glass, pottery) that could cause injuries such as cuts and lacerations. At risk: (MT), (SC), (SS), (LO)	3	2	6	MT will explain and demonstrate appropriate handling of objects to the SC and SS at the beginning of and throughout the teaching session as appropriate. These being: <ul style="list-style-type: none"> Explaining that particular caution is required when handling glass and pottery due to potential of breakages and associated potential injuries All glass objects are secured in plastazote and inside transparent sealed boxes 	2	2	4					
6	Wearing costumes containing fibres that could cause an allergic reaction (e.g. wool). At risk: (SC)	3	1	3	Schools are asked to notify the LO if there are any allergies identified with their visiting SC when they book to visit the museum. If any are disclosed the following measures are put in place: <ul style="list-style-type: none"> The MT will ask the SS to notify them of the relevant SC when they enter the lecture room 	1	1	1					

No.	Hazard Who might be harmed? How?	L	S	R	Control Measures (Existing)	L	S	R	Control Measures (Additional)	L	S	RR	Date Additional Control Measures Completed
					<ul style="list-style-type: none"> The relevant SC will not be selected to dress up The costumes will be kept away from the main tables in the lecture room to avoid contamination 								
7	Tripping and falling on costumes and accessories worn as part of teaching session, e.g. long tunics and belts. At risk: (SC)	1	2	2	<p>The MT will explain the expected appropriate behaviour of the SC before they dress up.</p> <p>The SC will be asked to use the belts to shorten costumes if necessary and will request for the assistance of the SS with this if necessary.</p>	1	1	1					
8	Getting tangled in costumes, causing distress, claustrophobia, panic, asphyxiation. At risk: (SC)	2	5	10	<p>The MT will explain the expected appropriate behaviour of the SC before they dress up.</p> <p>MT will ask the SS to assist with putting on and removing the costumes.</p>	1	5	5					
9	Being exposed to culturally sensitive objects and/or replicas, leading to distress. At risk: (SC), (SS)	3	1	3	Schools are asked to notify the LO if there are any needs of their visiting SC that might need to be addressed sensitively due to different cultural preferences or social situations when they book to visit the museum. If any are disclosed the following	2	1	2					

No.	Hazard Who might be harmed? How?	L	S	R	Control Measures (Existing)	L	S	R	Control Measures (Additional)	L	S	RR	Date Additional Control Measures Completed
					measures are put in place: <ul style="list-style-type: none"> ○ Removal of the oyster shells from the dining table ○ Removal of any other objects of concern upon request 								
10	Tripping and falling over table and chair legs or falling off chairs in the museum teaching room(s). At risk: (MT), (SC), (SS), (LO)	2	2	4	MT will explain to the group the expectations when moving around the lecture room and will request the support of the SS to implement this. These being: <ul style="list-style-type: none"> ○ Being aware of their surroundings and other people before moving. ○ Not running or rushing around the room. ○ Leaving all chair legs on the floor at all times when seated. ○ Not sitting on the tables. ○ Pushing chairs in and under the table before moving to another table. 	1	2	2					

Risk Assessment Reviewed as Acceptable by Accountable Manager:	Simon West	Signed:	
Date:	14/9/18	Job Title:	District Archaeologist

RISK ASSESSMENT GUIDANCE

1. Methodology

The Risk Assessment should be conducted by a competent person and completed through information obtained by observation of the activity, interviewing key staff and a review of documentation.

2. Hazard and Risk

A hazard is something which has the potential to cause harm; a risk is the likelihood that the harm from a hazard will occur given the adequacy of the existing arrangements. Therefore to assess risk, the controls, procedures and working practices are examined.

3. Assessing Risk

Risk = Likelihood x Severity. To estimate likelihood and severity the following ranking classification should be used:

a) Likelihood

- Very Unlikely – There is a 1 in a million chance of the hazardous event happening
- Unlikely – There is a 1 in a 100,000 chance of the hazardous event happening
- Fairly Likely – There is a 1 in a 10,000 chance of the hazardous event happening
- Likely – There is a 1 in a 1,000 chance of the hazardous event happening
- Very Likely – There is a 1 in a 100 chance of the hazardous event happening

b) Severity

- Insignificant – No injury
- Minor – Minor injuries needing first aid
- Moderate – Up to three days absence
- Major – More than three days absence
- Catastrophic – Life changing injuries or death

The following hazard matrix should then be used to calculate the risk rating for the activity.

Scores should be given 1) prior to any control measures being in place, 2) following the introduction of existing control measures and 3) following the introduction of any additional control measures identified to reduce risk. If you do not have any additional controls transfer the total calculated at 2) to the RR column.

The final column (RR) is the residual risk for the activity and action where required should be taken in accordance with the table below.

		Severity					
		1	2	3	4	5	
Likelihood	Very Likely	5	5	10	15	20	25
	Likely	4	4	8	12	16	20
	Fairly Likely	3	3	6	9	12	15
	Unlikely	2	2	4	6	8	10
	Very Unlikely	1	1	2	3	4	5
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic

The following table should then be used to rate the residual risk level and plan corrective action:

Residual Risk Level	Tolerance Level	Comments
1 – 4	Acceptable	No further action required, but ensure controls are maintained
5 – 9	Adequate	Look to improve at the next review
10 – 16	Tolerable	Look to improve within a specified timescale
17 – 25	Unacceptable	Stop activity and make immediate improvements

'I confirm I have read and understood this Risk Assessment'

Name	Position	Signed	Date