



## RISK ASSESSMENT FORM

<b>Department:</b>	Museum (Commercial and Development)
<b>Activity being Assessed:</b>	Generic Object Handling
<b>Location:</b>	St Albans Museum + Gallery, Verulamium Museum
<b>Persons at Risk:</b>	School Children (SC), School Staff (SS), Museum Teachers (MT), Museum Staff (MS), Learning and Engagement Officer (LO)

<b>Assessor's Name:</b>	Eleanor Payne	<b>Assessor's Job Title:</b>	Learning Programme Manager
<b>Assessor's Signature:</b>		<b>Date of Assessment:</b>	21/08/2020

<b>Review by Date (see note below):</b>	August 2021
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<b>Legislation Applicable:</b>	Health and Safety at Work Act 1974, work place regulations
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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	<b>Handling all types of object.</b> 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>COVID secure measures are detailed individually below and these measures are under constant review in line with government guidelines.</p> <p>Other specific risks with specific types of object (i.e. heavy, sharp, small etc.) are detailed individually below.</p>	1	2	2					
2	<b>Handling all types of object and behaviours/measures whilst in handling session.</b> COVID19 safety measures and	3	3	9	<p>MT and MS will explain and demonstrate appropriate behaviours and expectations and the MT will explain and demonstrate the appropriate handling of objects to the SC</p>	2	3	6					

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	precautions. At risk: (MT), (SC), (SS), (LO)				<p>and SS at the beginning of and throughout the teaching session as appropriate. This is in relation to specific COVID secure measures.</p> <p>Behaviours:</p> <ul style="list-style-type: none"> <li>○ All staff and visitors are reminded not to enter the museum if: <ul style="list-style-type: none"> <li>– you have any <a href="#">symptoms of coronavirus</a> (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste);</li> <li>– you've tested positive for coronavirus;</li> <li>– you live with someone who has symptoms or has tested positive for coronavirus;</li> <li>– someone in your support bubble has symptoms or has tested positive for coronavirus;</li> <li>– <a href="#">you're told by NHS Test and Trace that you've been in contact with a person with coronavirus.</a></li> </ul> </li> <li>○ All staff and visitors will</li> </ul>								

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					<p>be asked and reminded to sanitise and/or wash their hands throughout their visit to the museum. This includes (but is not exhaustive)</p> <ul style="list-style-type: none"> <li>- upon entering and leaving the museum;</li> <li>- before and after visiting the bathroom;</li> <li>- before and between handling sessions, gallery time and lunch;</li> <li>- at any other time as deemed appropriate or if there is cause for concern.</li> </ul> <p>Please note that hand sanitiser is available throughout the museum, but schools are strongly advised to bring their own in addition.</p> <ul style="list-style-type: none"> <li>o All staff and visitors will be reminded to maintain social distancing whilst in the handling session: <ul style="list-style-type: none"> <li>- try to stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble)</li> <li>- wash your hands with</li> </ul> </li> </ul>								

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					<ul style="list-style-type: none"> <li>soap and water often – do this for at least 20 seconds</li> <li>– use hand sanitiser gel if soap and water are not available</li> <li>– wash your hands as soon as you get home</li> <li>– cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>– put used tissues in the bin immediately and wash your hands afterwards</li> <li>○ The MT will discuss with the SS managing the seating and movement of students within the session in line with how the class/bubble manages social distancing requirements and the wearing of face coverings in school in respect of the government guidelines on the <a href="#">full reopening of schools</a>.</li> <li>○ Classes visiting the museum are expected to behave as they would in school in respect to the</li> </ul>									

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					<p>above.</p> <ul style="list-style-type: none"> <li>○ All museum staff will wear face coverings.</li> <li>○ A one-way system will be in operation in the museum and teaching room, and all visiting students will be directed as appropriate by MS and the MT throughout their visit.</li> <li>○ If a member of the visiting party becomes ill with coronavirus symptoms whilst visiting the museum, please seek assistance from a member of our staff.</li> <li>○ If a member of the visiting party tests positive for coronavirus after visiting the museum we ask that they engage with the <a href="#">NHS Track and Trace</a> system.</li> <li>○ We ask all visitors to report any other concerns to our staff as soon as possible.</li> </ul> <p>Object handling:</p> <ul style="list-style-type: none"> <li>○ <b>Quarantining objects:</b> objects that cannot be cleaned with alcohol due to their historic nature will be quarantined for 72</li> </ul>								

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					<p>hours following handling by a bubble. These objects will be removed at the end of the visit and replaced in advance of the visit by the next bubble with different objects.</p> <ul style="list-style-type: none"> <li>○ <b>Boxed objects:</b> objects that can be boxed will be boxed within clear plastic boxes and plastazote where necessary. These boxes will be wiped over with alcohol wipes following each session and handling by each bubble.</li> <li>○ <b>Replicas and resources (laminates/tablets):</b> will be wiped over with alcohol wipes following each session and handling by each bubble.</li> <li>○ <b>Gloves:</b> (SS) and (SC) will be provided with gloves to use throughout their teaching session. This is not mandatory, but an additional safety measure should it be desired by the visiting school.</li> <li>○ <b>Furniture and teaching room cleanliness and cleaning:</b> The teaching</li> </ul>									

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					<p>rooms will be cleaned on a daily basis. Between teaching sessions, the doors, handles and contact points in the teaching rooms will be cleaned including tables and chairs that will be sanitised and wiped over.</p> <ul style="list-style-type: none"> <li>○ <b>Aeration of teaching room:</b> all our teaching sessions are taking place in our largest lecture room for the foreseeable future in order to maximise social distancing capacities and freer flowing air. The teaching room has two doors. One door to the teaching room will remain open throughout a session (access being to a corridor not accessible by the public) to ease flow of air. Between sessions both doors will be open to aerate the room.</li> <li>○ <b>Costumes (hats/helmets/tunics/armour etc):</b> no costumes will be able to be tried on by SS or SC in our sessions for the foreseeable future. This</li> </ul>								

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					<p>will be reviewed on an ongoing basis.</p> <p>Please refer to the general building risk assessment for additional COVID safety measures we are implementing across the museum.</p>								
3	<b>Heavy objects:</b> 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"> <li>○ Using two hands when holding and lifting objects</li> <li>○ Holding objects over a table at all times</li> <li>○ Advising visitors to lift objects only if this is manageable for them (through testing of the weight of the object by moving it <b>on</b> the table only at first) and that this is an individual judgment (not uniform or dependant on age)</li> <li>○ Advising not lifting the object above a height of approx. 10 cm from the table</li> </ul>	2	2	4					

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					<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>								
4	<p><b>Objects with moving parts:</b> handling objects with moving parts and mechanisms that could trap fingers. 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"> <li>○ Taking time and care when handling objects that have moving parts, being careful not to force or push anything if it resists</li> <li>○ Asking SC and SS not to put their fingers into small parts of objects in case they get stuck or lodged</li> </ul>	2	2	4					
5	<p><b>Rough or sharp objects:</b> 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"> <li>○ Taking time and care when handling sharp</li> </ul>	2	2	4					

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					<p>objects</p> <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 sharp objects are secured in plastazote and inside transparent sealed boxes.</p>								
6	<p><b>Small objects:</b> handling small objects or objects with small parts that could be ingested creating a choking potential. At risk: (SC)</p>	2	5	1 0	<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> <p>LO has secured all small objects in plastazote.</p>	1	5	5					
7	<p><b>Objects that could become sharp once broken:</b> 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)</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"> <li>○ Explaining that particular caution is required when handling glass and pottery due to potential of breakages and associated potential injuries (cuts, lacerations</li> </ul>	2	2	4					

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					etc, see section 5) ○ All glass objects are secured in plastazote and inside transparent sealed boxes								
8	<b>Inappropriate objects:</b> being exposed to culturally sensitive objects and/or replicas, leading to distress. At risk: (MT), (SC), (SS), (LO)	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 measures are put in place:  ○ Removal of any objects of concern upon request	2	1	2					

<b>Risk Assessment Reviewed as Acceptable by Accountable Manager:</b>	TONY MARMO	<b>Signed:</b>	
<b>Date:</b>	21/08/2020	<b>Job Title:</b>	Acting Head of Service (Commercial & Development)

# 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

