

# RISK ASSESSMENT FORM

<b>Activity or role being assessed:</b>	<i>School Visits to St Albans Museum + Gallery</i>		
<b>Location of activity/role:</b>	St Albans Museum + Gallery	<b>Department:</b>	Museums (Community and Place)
<b>Date of assessment:</b>	19.03.2026	<b>Version:</b>	1 (in this format)
<b>Name of assessor:</b>	Caroline Wilkins	<b>Signature:</b>	<i>Caroline Wilkins</i>
<b>Assessors job title:</b>	Learning and Engagement Officer	<b>Date:</b>	19.03.2026
<b>Legislation applicable:</b>	<p>Health and safety at work Act 1974,  Management of Health and Safety at Work 1999,  Regulatory Reform (Fire Safety) Order 2005  Provision and Use of Work Equipment Regulations 1998</p>		

**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 a complaint

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<b>Reason for review:</b>	Change of legislation or good practice <input type="checkbox"/> Change of working practice <input type="checkbox"/> Accident/Incident/Near miss <input type="checkbox"/> Annual review <input checked="" type="checkbox"/>				
<b>Line Manager signoff</b>					
<b>Name:</b>	<b>Catherine Newley</b>	<b>Signature:</b>		<b>Date:</b>	<b>19/03/2026</b>
<b>Strategic Director signoff</b>					
<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	

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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks and initial risk assessment.	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	When was that action completed?	Residual Risk Rating L/M/H/C
<p>What is the hazard that is giving rise to potential harm e.g. manual handling, lone working</p>	<p>Include all people who might potentially be harmed e.g. staff, members of public.</p> <p><b>Is there anyone more at risk than anybody else?</b></p> <p>Explain the potential injury eg fracture if fell from height or muscles strains manual handling etc</p>	<ul style="list-style-type: none"> <li>• Include here all measures currently in place to control the risks e.g. appropriate training, PPE. We recommend you pause here and undertake a scoring using the guidance below. Where the score remains moderate or higher additional control measures should be implemented where reasonable and practicable</li> </ul>	<ul style="list-style-type: none"> <li>• Identify here further control measures that you can implement to further reduce the risk (where this is appropriate). e.g risk assessments, training,</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the person or persons who will be responsible for implementing any additional control measures to be implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Specify when any additional control measures required should be implemented by.</li> <li>• If further checks needed such as checking the state of a ladder before use (continuous check on day of use)</li> </ul>	<ul style="list-style-type: none"> <li>• Once implemented include the date for when any additional measures identified were implemented</li> </ul>	<p>Using the scoring guidance at the end of the document the score. Upon any additional measures being implemented please update.</p>
Overcrowding	<p>Children, school staff, museum staff</p> <p>Potential injuries caused by crushing and claustrophobia</p>	<p>School sessions in the Learning Studio and the Courtroom are typically capped at 32 (and in exceptional circumstances 34) children. This capacity has been determined to allow for the school's accompanying adults, museum staff and volunteers.</p> <p>When school groups book their visit and also when they</p>	None				Low

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		<p>arrive at the museum, they are reminded to split the class into two groups to explore the museum so that the museum spaces do not become too busy.</p> <p>Arrival, changeover and lunchtimes are staggered throughout the day to manage the movement of school groups around the museum.</p>					
Need to evacuate on account of fire, suspicious object or another emergency	<p>Everyone</p> <p>Potential injuries resulting from panic and crushing</p>	<p>Museum staff are trained in fire evacuation procedures.</p> <p>All visiting groups are briefed on what to do in the event of a fire as part of their welcome talk.</p> <p>Evacuation drills take place on a regular basis so that staff can practice evacuating the building and sweeping any public areas.</p> <p>Fire escape routes are always kept clear and fire doors are kept closed.</p>	None				Low
Trips and falls	<p>Everyone</p> <p>Potential injuries from tripping over e.g. wires, chair legs</p>	<p>Any trip hazards within the building are adjusted to be made safe or roped off to prevent trips and falls.</p>	None				Low

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Use of electrical equipment (e.g, projectors)	Museum staff and museum teachers  Potential risk of electrocution and fire	School sessions at SAM+G do not require the use of any electrical equipment. All equipment that is used is PAT tested regularly within health and safety guidance time frames. Any issues with electrical equipment are reported to the visitor services team or visitor services manager.	None				Low
First aid needs	Everyone  Potential minor injuries	Museum staff are first aid trained.  There are first aid boxes in the museum which are checked on a regular basis and restocked as necessary.	None				Low
Safeguarding	Children, museum teachers, learning volunteers, Learning & Engagement Officers  Potential for predators to access children causing mental distress and museum reputational damage	Museum teachers and learning volunteers have basic DBS checks. All museum staff have basic DBS checks.  Museum teachers complete annual safeguarding training in line with council requirements for all staff.  St Albans Museums has a supplementary Safeguarding Policy and Procedure in addition to the safeguarding policy of St Albans City and District Council.  A member of the museum team is always on duty in the gallery.	All learning volunteers should read the Safeguarding Policy and Procedure, and a record should be kept of who has done this.	Learning and Engagement Officers, or Volunteer Officer	Review date for this policy - February 2027		Low

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		One of the two Learning and Engagement Officers is the Designated Safeguarding Lead for the Museum Service to liaise with the council over any safeguarding concerns					
Lost or separated child	Children, school staff, museum staff  Potential for harm or injury to the child, panic, distress	<p>School staff are responsible for the supervision of their children at all times. This is made clear throughout the booking process, and the group are reminded of this in the welcome talk.</p> <p>Off-site activities under museum supervision (for example the walking tour as part of <b>Peasants' Revolt</b> day) require smaller groups of students per accompanying adult to minimise chance of students being lost.</p> <p>Museum staff are familiar with and will immediately follow procedures for the report of a child going missing or for the discovery of a lone child.</p>	None				Low
Insufficient number of accompanying adults	Everyone  Potential to impact the safety and enjoyment of other visitors to the museum, as	Throughout the booking process, including in the pre-visit information, schools are made aware of the required adult to pupil ratios, their duty of supervision and their responsibility for managing the behaviour of their group.	None				Low

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	well as museum staff, damage to museum exhibits and to museum teaching artefacts	<p>Museum Teachers are reminded to carry a radio enabling the museum teacher to contact the visitor services team for support if at any time they find that the level of supervision has become inadequate and the session cannot safely continue.</p> <p>In the event of disruptive behaviour, the visitor services team will initially speak to the lead teacher for the group and warn them that the group may be asked to leave. If the behaviour of the group does not, then improve this will be enforced. If any members of the Audience Development team are working on site, they will support and assist with managing difficult behaviour.</p>					
Dressing up	<p>Children, museum teachers, learning volunteers</p> <p>Potential for consent violations, accusations of inappropriate touching</p>	<p>In the school sessions <b><i>Children and Justice in Victorian England, St Albans Through Time and Historic Heroes</i></b> school children may have the opportunity to dress up in a historically themed costume. They are selected in advance by their own class teacher or asked to volunteer during the session. The dressing up procedure is explained beforehand to ensure</p>	None				Low

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	<p>Potential for trips wearing costumes which are too big or too long</p>	<p>informed consent, and the child is given the option to unselect themselves once they know what is involved. Children are usually able to dress themselves in the costumes, hats and wigs being used. The museum teacher / learning volunteer may ask the school teacher to assist with dressing / undressing if they feel it is necessary. If a costume is likely to present a trip hazard for any child an alternative will be offered to them.</p> <p>Dressing up in all sessions takes place in full view of school staff and school children. See separate risk assessment about dressing up for more details.</p>					
<p>Handling museum objects</p>	<p>Children, school staff, museum teachers, learning volunteers</p> <p>Potential for breakages. Including causing sharp edges, resulting in minor injuries (cuts, bruises, trapped fingers) and mental distress</p>	<p>The learning and engagement officers have selected appropriate objects for the sessions and monitor their usage and suitability on a regular basis (at least annually).</p> <p>Museum teachers report any breakages or issues with objects to the visitor services team or learning and engagement officers.</p> <p>Museum teachers explain and demonstrate appropriate</p>	<p>None</p>				<p>Low</p>

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		<p>object handling to children and staff at the beginning of and throughout the teaching session as appropriate.</p> <p><b>In <i>Children and Justice in Victorian England</i>:</b></p> <ul style="list-style-type: none"> <li>○ Using two hands when holding and lifting objects</li> <li>○ Always holding objects over a table</li> <li>○ Advising not lifting the object above a height of approx. 10 cm from the table</li> </ul> <p><b>In <i>Tremendous Toys</i>:</b></p> <ul style="list-style-type: none"> <li>○ Each group is accompanied by an adult as they visit the activity stations</li> <li>○ The stations are explained to the whole class before they start moving, so everyone is aware of the activities that involving throwing, catching, spinning</li> </ul> <p><b>In <i>Historic Heroes</i></b> the object handling takes place whilst all students are sat on the floor in a circle and proper handling technique and restrictions about not putting the mask over their heads or near their faces is given prior to the activity beginning.</p>					
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		<p>School staff are reminded to support and supervise children at all times.</p> <p>Objects that should not be lifted or that are particularly heavy or fragile are clearly labelled accordingly.</p>					
Objects or displays which could potentially cause offence or distress to some visitors	<p>Children and school staff</p> <p>Potential exposure to sensitive objects / replicas / displays leading to offence and distress</p> <p>Reputational damage to the museum</p>	<p>Exhibitions at St Albans Museum + Gallery change several times a year. Teachers planning a trip are invited to make a preliminary visit and speak to a member of staff so that they are familiar with the museum and the current exhibitions.</p>	None				Low
Allergic reactions	<p>Everyone</p> <p>Allergic reaction, anaphylaxis</p>	<p>In the request for SEND information sent to schools prior to their visit schools are asked to inform the museum in advance of any allergies.</p> <p>Schools are advised that this is an allergy aware museum. There is a café on site, and the Learning Studio is used as a lunchroom by staff as well as by multiple schools and the foods they may choose to bring are not restricted. Schools are asked to ensure EpiPens are always kept with staff.</p>	None				Low

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## Scoring Guidance

	LIKELIHOOD Over the next 12 months how likely is it to happen?				
SEVERITY What is likely to happen as a result of the incident?	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.
Catastrophic – Injury resulting in death.	Moderate	Moderate	High	Critical	Critical
Major – Injury resulting in more than three days absence	Low	Moderate	High	High	Critical
Moderate – Injury resulting in up to three days absence	Low	Moderate	Moderate	High	High
Minor – Injury requiring first aid	Low	Low	Moderate	Moderate	Moderate
Insignificant – No injury	Low	Low	Low	Low	Moderate

## Risk Category Guidance

Low	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate.
Moderate	Additional control measures identified need to be introduced within a specified time period; continue to monitor and review.
High	Additional control measures should be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended until then.
Critical	Do not be carried out the activity, escalation to SLT responsible for risk, monitor and reviewed monthly.