



## RISK ASSESSMENT FORM

<b>Department:</b>	Museums (Community and Place)
<b>Activity being Assessed:</b>	Schools Workshops
<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), Volunteers (V)

<b>Assessor's Name:</b>	Caroline Wilkins	<b>Assessor's Job Title:</b>	Learning and Engagement Officer
<b>Assessor's Signature:</b>	<i>Caroline Wilkins</i>	<b>Date of Assessment:</b>	12 <sup>th</sup> March 2025

<b>Review by Date (see note below):</b>	February 2026
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<b>Legislation Applicable:</b>	Health and Safety at Work Act 1974, workplace 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 / Activity	Persons at Risk	Risks	L	S	R	Control Measures	L	S	RR	Risk/Tolerance level
1	Overcrowding	Everyone	Injuries related to crushing, claustrophobia	1	3	3	Sessions capped at 32 children per session. Capacity will be determined to fit in with the capacity of the rooms including staff and accompanying SS. This will prevent overcrowding.	1	3	3	Acceptable
2	Dressing Up	SC, MT, LO, V	Consent violations  Accusations of inappropriate touching	2	5	10	SC asked to volunteer to dress up. MT/LO does not select a student who does not volunteer. Full dressing up procedure explained prior to commencement for informed consent. SC given option to unselect themselves once they know what is involved. MT/V to ask for teacher to assist with dressing/undressing if they feel it necessary. Dressing up to be done in full view of SS and other SC	1	4	4	Acceptable
3	Safeguarding	MT, LO, SC, V	Predators accessing children. Mental distress Museum reputational damage	2	4	8	MTs Basic DBS checked. V and MTs given regular safeguarding training Both museums have policies for the removal of suspicious visitors and train staff on vigilance. LO is designated safeguarding lead for Museum Service to liaise with Council safeguarding team.	1	4	4	Acceptable
4	Use of electrical equipment (e.g., microphones, etc)	MS, MT	Electrocution	2	4	6	All equipment used has been PAT tested regularly within health and safety guidance limits. The equipment will be tested by MS regularly to ensure it is working normally.	1	3	3	Acceptable
5	Trips and falls	Everyone	Falling over wires, table legs, chairs	2	2	4	Any trip hazards within the building will be adjusted to prevent trips and falls. MT will be briefed to be careful of any trip hazards.	1	2	2	Acceptable
6	Need to evacuate.	Everyone	Fire, suspicious object, emergency	3	3	3	Staff are trained in fire evacuation procedures and there is a briefing on what to do in the event of a fire provided to all groups visiting the museum. Evacuation drills take place on a regular basis so that our staff can practice evacuating the building and sweeping any public areas. Fire escape routes kept clear during sessions.	2	2	4	Acceptable

							Our emergency lighting systems, fire extinguishers and alarm systems are all tested regularly in line with statutory requirements.				
7	First aid needs	Everyone	Minor injuries (cuts, bruises, etc)	2	2	4	MS are first aid trained. A first aid kit can be found in the museum.	2	1	2	Acceptable
8	<b>Handling all types of objects.</b>	MT, SC, SS, LO, V	Breakages, mental distress in the event of a breakage, minor injury (cuts/bruises) in case of a breakages, sharp edges or trapped fingers	5	2	10	<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>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 not lifting the object above a height of approx. 10 cm from the table</li> <li>○ Any item contained in a box (sharp edges) must not have the lid removed.</li> </ul> <p>LO/MT 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	2	4	Acceptable
10	<b>Inappropriate objects:</b>	MT, SC, SS, LO	Being exposed to culturally sensitive objects and/or replicas, leading to distress.  Museum reputation damage	3	1	3	<p>SS are warned about exhibitions or displays which may cause distress or be inappropriate for the age of students as part of pre-visit information.</p> <p>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:</p>	2	1	2	

							<ul style="list-style-type: none"> <li>○ Removal of any objects of concern upon request</li> </ul>				
11	<b>Allergic reaction to objects – shells/shellfish</b>	SS, SC	Allergic reaction, Anaphylaxis	2	4	8	<p>Schools are asked to notify the LO if there are any allergies for their attending students or staff as part of the booking form.</p> <ul style="list-style-type: none"> <li>○ Removal of any objects likely to cause a reaction upon request.</li> <li>○ EpiPens or similar first aid bags to be excused from rules preventing bags being taken into the gallery</li> </ul>	1	4	4	Acceptable
12	<b>Sensitive session content</b>	SC, SS	<p>Being exposed to upsetting or age-inappropriate images, ideas or terms causing distress</p> <p>Museum reputational damage</p>	3	3	9	<p>Workshop summaries on marketing materials contain a trigger warning about sensitive topics included in the session. MT will give verbal trigger warning before showing images or discussing sensitive topics and allow for questions to ensure students receive full explanations and answers to concerns.</p> <p>LO has written sessions to age-appropriately explore challenging topics and will monitor how these sessions are delivered 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>MT are assigned to more sensitive workshops or topics based on having received specialist training and previous demonstrations of nuance and sensitivity around difficult topics.</p> <p>Should an incident or complaint be raised, the entire session will be reviewed before it is taught again.</p>	2	2	4	Acceptable

<b>Risk Assessment Reviewed as Acceptable by Accountable Manager:</b>	Catherine Newley	<b>Signed:</b>	Catherine Newley
<b>Date:</b>	18/03/2024	<b>Job Title:</b>	Audience Development Manager

# 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.