



Health & Safety Risk Assessment

Work Activity: City Museum General Risk Assessment for school visits.

Page:

Date: 01/05/2024

Risk Assessment Revision No. 5

Completed by:
Mel Cookson-Carter
Museums Manager

Likelihood (L)

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Likely
- 4 = Very Likely
- 5 = Almost certain

Risk Rating Multiplier

- Severity (S)
- 1 = Minor injury or illness
 - 2 = First aid injury or illness
 - 3 = "3 day" injury or illness
 - 4 = Major injury or illness
 - 5 = Fatality, disabling injury etc

Risk Rating (RR)

- Low = 1- 9
- Medium = 10-14
- High = 15-25

Location: Lancaster City Museum, Market Street, Lancaster

<u>Activity or Element of activity</u>	<u>Hazard Identified</u>	<u>Current Risk Controls</u>	<u>Risk score with current controls</u>				<u>Action to be taken to reduce risk (If Medium or High).</u>			<u>Risk rating with further controls</u>
			<u>Group at risk</u>	<u>L</u>	<u>S</u>	<u>RR</u>	<u>Action</u>	<u>By whom?</u>	<u>By when?</u>	
Main Entrance	Slips, trips and falls	Surfaces and standard of cleanliness monitored by Council cleansing team. Regular buildings checks to identify hazards.	General public	2	1	2				
	Contractor vehicles/deliveries	Vehicle access is restricted in the city centre during normal opening hours 10am to 5pm. Where possible contractor visits and deliveries are scheduled before 10am.	General public	1	3	3				
Reception and Shop area	Heavy swing doors – minor injuries	Reception and the shop is staffed at all times when the museum is open to the public. When weather permits, the doors are propped open securely.	General public	1	1	1				
	Overcrowding	The museum galleries are easily accessible from the main reception which quickly eases any overcrowding.	General public	1	1	1				
	Shop displays	Products on display are positioned safely and securely to avoid instability. The shop is staffed at all times and is regularly tidied.	General public	1	1	1				

Local History Gallery	Flight of stairs to access gallery	Children are accompanied by freelancers. Handrails up either side of the staircase.	General public	1	1	1			
	Slips and trips on stairs	The staircase is visible to the member of staff on the front desk, and to the member of staff on the first floor who can monitor visitor flow and respond to any incidents. Handrail on one side all the way up.	General public	2	1	2			
	Stair lift in operation	When stair lift is in operation, a member of staff at the top and the bottom of the staircase ensures it is kept clear of other visitors. For further details, see Stair Lift Operation risk assessment.	General public, stair lift user	1	3	3			
	Emergency Evacuation	The first floor is constantly supervised and regularly patrolled by a member of staff. All staff are trained in the site evacuation procedure and drills are carried out regularly.	General public	1	1	1			
	Low lighting levels	Some areas of the gallery require lower lighting levels. Gallery regularly patrolled by museum staff to check for fallen hazards etc. Gallery is checked and cleaned daily before opening.	General public	1	1	1			
	General public in proximity to school groups	Visitors will be advised that school groups are using the local history gallery, and will be advised to return later if they would rather not come into contact with larger groups.	General public	1	1	1			
Education Room	Lining up on entry	New café seating on either side of education room doors on dry days – risk of collision and spillages with waiting staff.	Queueing school children	2	3	6	Freelancer to invite group in as promptly as possible. Groups arriving slightly early can queue further down the side of the building.		
King's Own Gallery and Mezzanine	Narrow staircases further out of view of gallery attendant	Handrails on staircases. Gallery attendant patrols King's Own gallery regularly and can advise of safe practice if needed.	General public	1	2	2			

Assessment copied to: All staff	Additional safety notes:
Review date: 01/05/2024	
Monitoring arrangements: Risk assessment updated annually	