

## Sample Risk Assessment

<b>Activity:</b>	School Visits				
<b>Facility:</b>	Salford Museum and Art Gallery	<b>Completed by:</b>	Amy Whitehead	<b>Date:</b>	02/09/2020

Does the Activity involve any of the following (Tick all appropriate items)					
Chemical or substances (COSHH)		Electricity		Equipment	X
Fire		Height		Manual Handling	
Noise		Display Screen Equip		Lone Working	
Workers with Disabilities		Young Persons (workers)		Expectant Women	

**Please refer to the separate risk assessments, policies and procedures for these hazards in your risk assessment (Guidance attached).**

What are the hazards	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action by when	Done
Transmission of Covid-19 due to surface contamination	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Hand washing or hand sanitiser will be made available on entry to the building. This should be &gt;60% alcohol based.</li> <li>Hand sanitiser is no replacement for hand washing. It will be provided where hand washing facilities are not available in a facility.</li> <li>High customer touch points will have an increased cleaning regime. Door push plates, door handles, hand rails should be considered high risk and have high frequency cleaning.</li> </ul> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-</a>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Salford Museum &amp; Art Gallery (SM&amp;AG) guidelines.</li> </ul>	SM&AG staff team and school staff.		

		<p>settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> <li>• Shop stock will be reduced to have one or two examples rather than multiples.</li> <li>• Signage in shop encouraging people not to touch stock when browsing, and to take items to the till to pay</li> <li>• Wipes at the till to wipe down purchases and wrapping materials for the customer to wrap</li> <li>• Regular cleaning of shop stock by member of staff on reception (part of revised cleaning routine.)</li> <li>• All rubbish generated by school visits to be removed from site by school staff for disposal. Black bin bags will be provided for this.</li> <li>• Initially limited numbers of public toilets open to minimise use, cleaning area. Accessible toilet left unlocked with sanitised radar key at reception.</li> <li>• Public Toilets to have reduced numbers of sinks, cubicles and urinals to allow for social distancing</li> <li>• Handling items not available to general visitors. Items used during school sessions only and cleaned between visits.</li> <li>• Dressing up not included in school sessions. Where hats are used they will be washed between uses.</li> <li>• Consumable items used in school sessions will be used by one class only – unused leftovers will be disposed of.</li> <li>• Enhanced cleaning - Staff rotas for cleaning areas throughout the day.</li> </ul>				
Transmission of Covid-19 due to lack of Social Distancing	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>• Facilitators will socially distance themselves from students and staff while delivering the session.</li> <li>• No general visitors will be able to visit Lark Hill Place while school sessions are in progress.</li> <li>• Initial meet and greet will be kept to a minimum to minimize time in reception area</li> </ul>	<ul style="list-style-type: none"> <li>• School staff are responsible for ensuring their group follows both school and Salford Museum &amp; Art Gallery (SM&amp;AG) guidelines.</li> </ul>	SM&AG staff team and school staff.		
Eating packed lunches on site.	Visitors (children and adults)	<ul style="list-style-type: none"> <li>• Space where children are eating to be cleaned daily/tables wiped – in line with</li> </ul>	<ul style="list-style-type: none"> <li>• School staff are responsible for ensuring</li> </ul>	SM&AG staff team and school		

	Staff infection/disease control/allergies	<p>Covid-19 procedures (see above)</p> <ul style="list-style-type: none"> <li>Hands should be cleaned before and after eating . Antibacterial soap and gel is available.</li> <li>All rubbish generated by school visits to be removed from site by school staff for disposal. Black bin bags will be provided for this.</li> <li>No peanuts or peanut based products to be brought on site due to member of staff with severe allergy. Schools informed at time of booking.</li> </ul>	their group follows both school and Salford Museum & Art Gallery (SM&AG) guidelines.	staff.		
Slips/trips/falls	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>To keep galleries and learning room tidy and any obstruction/rubbish/dirty glasses/spillage to be removed or stored out of the way.</li> <li>Tables and chairs to be arranged to leave plenty of room for passing</li> <li>All edging on stairs highlighted by different colour. Handrails in situ. Lift available.</li> <li>-Accident reporting process in place</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Salford Museum &amp; Art Gallery (SM&amp;AG) guidelines.</li> </ul>	SM&AG staff team and school staff.		
Trapped fingers	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Slow closing doors/door guards/safety catches</li> </ul>	<ul style="list-style-type: none"> <li>School staff / carers / group leaders are in responsible for the group and must remain with them at all times.</li> </ul>	SM&AG staff team and school staff.		
Glass cases on galleries	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Cases made with toughened glass</li> </ul>	<ul style="list-style-type: none"> <li>School staff / carers / group leaders are in responsible for the group and must remain with them at all times.</li> </ul>	SM&AG staff team and school staff.		
Interactive displays/gallery	Visitors (children and adults) Staff	<ul style="list-style-type: none"> <li>Verbal warnings and adequate supervision from school teacher/s and Front-of-House staff</li> <li>Interactive displays have been removed from general use due to Covid-19. Any use of interactives will be by one school class only. Cleaning will take place after use.</li> </ul>	<ul style="list-style-type: none"> <li>School staff / carers / group leaders are in responsible for the group and must remain with them at all times.</li> </ul>	SM&AG staff team and school staff.		
Lark Hill Place: Low level lighting/trip hazards/fragile	Visitors (children and adults)	<ul style="list-style-type: none"> <li>Verbal warnings from teacher/Front-of-House</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring</li> </ul>	SM&AG staff team and school		

glass windows	Staff	staff <ul style="list-style-type: none"> <li>No running/leaning on shop windows</li> <li>Supervision from teacher and Front-of-House staff</li> <li>Teacher/Guide to brief party before entering Lark Hill Place</li> <li>Maximum of 35 children in Lark Hill Place: large groups will be asked to split up</li> </ul>	their group follows both school and Salford Museum & Art Gallery (SM&AG) guidelines.	staff.		
Handling of workshop materials. These may include: Carbolic soap Warm water Handling box of real and replica objects	Visitors (children and adults)  Cuts Pokes Allergic reactions Poisoning/reaction if ingested. Choking if ingested	<ul style="list-style-type: none"> <li>Instructions to wash hands thoroughly after handling materials. Antibacterial soap and hand gel provided.</li> <li>School staff to inform heritage staff of any known allergies</li> <li>All handling items to be checked regularly for safety and condition</li> <li>Consumable items unused disposed of at the end of the session.</li> <li>Accident reporting process in place</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Salford Museum &amp; Art Gallery (SM&amp;AG) guidelines.</li> </ul>	SM&AG staff team and school staff.		
Stranger danger/lost pupil/child protection	Visitors (children)	<ul style="list-style-type: none"> <li>SM&amp;AG is open to members of the public. School staff to ensure all pupils are appropriately supervised in all areas of the museum (including the toilets), to include regular head counting. If lost pupils to approach members of museum staff.</li> <li>Artists/ workshop/ event leader to possess public liability insurance where necessary.</li> <li>Designated Safeguarding Officer (Ceri Horrocks) to give staff annual refresher sessions on the SCLL procedures for safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>School staff / carers / group leaders are in responsible for the group and must remain with them at all times.</li> </ul>	SM&AG staff team and school staff.		
Emergency evacuation		<ul style="list-style-type: none"> <li>Staff trained in fire evacuation</li> <li>Correct fire extinguishers in situ.</li> <li>School groups signed in with number in group</li> <li>School groups given an evacuation briefing at start of session to ensure all parties are aware of the fire alarm/emergency evacuation procedure and where the nearest fire exits are.</li> </ul>	<ul style="list-style-type: none"> <li>School staff are responsible for ensuring their group follows both school and Salford Museum &amp; Art Gallery (SM&amp;AG) guidelines.</li> </ul>	SM&AG staff team and school staff.		

		<ul style="list-style-type: none"> <li>• Facilitators to direct their group to the nearest emergency exit and to sweep room before leaving</li> <li>• School staff to complete headcount once assembled in designated safe area and inform SM&amp;AG staff if any of the group are missing.</li> </ul>				
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**Assessment review date:**   (usually within one year, or earlier if working habits or conditions change)

## Chemicals and Substances

Reference should be made to SCLL's COSHH policy, Legionella policy, needles and sharps procedures, staff training, SCLL's COSHH Assessments and Material Safety Data Sheets, safe storage and the usage information posters provided by Shorrocks.

## Electricity

Reference should be made to SCLL's policy, Planned Preventative Maintenance, service and inspections (internal checks and external companies servicing), PAT and Periodic Inspection Reports of the installations (annual or 5 yearly).

## Equipment-

Reference should be made to SCLL's Planned Preventative Maintenance/service and inspection (internal checks and external company servicing contracts), PAT, Lifting Operations and Lifting Equipment Regulations (LOLER) Inspections (hoists and lifts) and induction/training.

EG. Bouncy Castles will have PIPA Inspection and PAT testing annually, our own inspection check sheets on use, rules of use applied and enforced by trained supervision.

## Fire

Reference should be made to SCLL's policy, the sites Fire Risk Assessment, daily and weekly check sheets, periodic external servicing and inspection of alarms, emergency lighting and extinguishers, staff training and fire drills.

## **Height**

Reference should be made to SCLL's policy, guidance leaflets on the safe use of ladders and steps, internal inspection of ladders and steps and use only by competent persons.

## **Noise**

Where necessary, SCLL has a noise reading device to assess the threshold of noisy activities, however, from samples taken there are few activities that trigger noise action levels.

Reference should be made to rotation of duties to reduce exposure as control measures and where appropriate PPE.

## **Display Screen Equipment**

Refer to SCLL's DSE policy, DSE training, work station self assessment and eye test procedures.

## **Manual Handling**

Reference should be made to SCLL's policy, the availability of mechanical aids such as trolleys, trained staff, specific training for larger pieces of equipment. Individual Risk Assessments of staff take place as necessary due to permanent or temporary capability issues.

## **Lone Working**

Refer to procedures for communicating and reporting in, systems for opening and leaving with bookings etc.

## **Expectant Women**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

## **Workers with Disabilities**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

## **Young Persons**

Reference should be made to the recruitment process to identify the most suitable candidates, increased supervision, 1:1 meetings, induction and training.

Reference should be made to limitations on working time duration, breaks and shift work.

Young Persons must refrain from undertaking duties involving machinery and hazardous substances unless supervised and as part of their training.