

RISK ASSESSMENT FOR FENLAND
WORKSHOP

ASSESSMENT UNDERTAKEN

ASSESSMENT REVIEW

Ely Museum
The Old Gaol, Market Street,
Ely, CB7 4LS

Name Janine Fairlie
Signed _____
Date .July 2024

Date __July 2025_____

Risk Assessment for Museum Visitors (School Groups)

Likelihood 1-5 (1 least likely 5 most likely) Severity (1 least, 5 greatest impact)

Potential Risk	Who is at risk	Action	By whom	Likelihood after action	Impact after Action	Risk Score
The sharp edges of the Gleave	Visitors	<ul style="list-style-type: none"> Museum staff will make children aware of how to hold the gleave and that the edges have the potential to be sharp Museum staff to demonstrate how to use the objects safely Adults to supervise handling of objects 	LO/ Education Team Teachers	1	1	1
Sharp edge on the large Hive	Visitors	<ul style="list-style-type: none"> Museum staff will make children aware of how to hold the hive carefully and that inside the hive there are sharp edges. Hands are not to be put inside. Adults to supervise handling of objects 	LO/ Education Team Teachers	1	1	1
Allergies - Docky	Visitors	<ul style="list-style-type: none"> Children will have the opportunity to try Docky, containing cheese, bread and onion. The 3 food items will not touch each other. 	LO/ Education Team Teachers	1	1	1
Sharp edges and	Visitors	<ul style="list-style-type: none"> Museum staff will make children 	LO/	1	1	1

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weight of the tools		aware of any sharp edges and how to handle the tools responsibly <ul style="list-style-type: none">• Adults to supervise handling of the tools	Education Team Teachers				
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		Likelihood				
		1	2	3	4	5
Impact	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

		Risk Score	Action
Priority	1	20 - 25	Stop the issue immediately pending a review
	2	15 - 16	Take appropriate action immediately
	3	10 - 12	Take appropriate action within 1 month
	4	5 - 9	Continue to monitor the risk annually
	5	1 - 4	No action required

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Appendix A: List of Types of Interactives

Interactive	Example	Comments	Action
Touch screens	Fen hut stories	Risk of damage from hand sanitisers and cleaning chemicals?	Appropriate sanitiser to be provided close at hand, screen to be cleaned regularly with appropriate wipes.
Dressing up clothes	Dressing up clothes in the first gallery	Close contact with bodies, including faces. Primary users likely to be unmasked children	Fabric sanitiser spray to be used regularly, items to be periodically swapped out of display for 'resting'.
Handling objects (stone)	Fossils	Integral to the display cabinets, not possible to remove. Very stable and unlikely to be damaged by regular sanitisation	Regular cleaning to be undertaken throughout the day, sanitiser to be positioned near by.
Handling objects (metal)	Replica brooch, replica gaol irons	Risk of damage from hands which have recently used sanitisers?	Notice encouraging sanitiser use before and after, suitable sanitiser positioned in proximity
Handling objects (textile)	Military display	Hard to sanitise	Fabric sanitiser spray to be used regularly
Handling objects (wood)	Slubber	Robust	Regular cleaning to be undertaken throughout the day, sanitiser to be positioned near by.
Handling objects (paper)	Evacuee clipboards	Hard to sanitise, risk of damage from hands still damp from sanitiser	Sanitiser positioned a short distance away to allow hands to dry.
Handling objects (other)	Market stall vegetables	Risk of damage from sanitiser?	Market stall components to be cleaned regularly using an appropriate sanitiser