

RISK ASSESSMENT FOR

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

ASSESSMENT UNDERTAKEN

Name Janine Fairlie

Signed \_\_\_\_\_

Date .29/07/2024.....

ASSESSMENT REVIEW

Date \_\_\_\_\_

## 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
Overcrowding in the museum	Visitors, staff, objects	<ul style="list-style-type: none"> <li>Staff to maintain awareness of the numbers in the building at all times</li> <li>Large school groups to be restricted to Mondays, when the museum is closed to the public.</li> </ul>	LO/ Education Team	1	1	1
Slips/Trips	Visitors	<ul style="list-style-type: none"> <li>Hazard notices for floors during wet weather or in case of spills</li> <li>Floors to be cleaned regularly</li> <li>Visual inspections to detect hazards before opening</li> <li>All workforce to remain vigilant to slip/trip hazards</li> <li>Any reported hazards to be investigated promptly</li> </ul>	FoH, all staff	1	3	3
Low doorways	Visitors	<ul style="list-style-type: none"> <li>Good lighting in potentially hazardous areas</li> <li>Oral warning to be given during the safety briefing at the start of the visit</li> <li>specific hazards to be supervised by museum staff, volunteers or teachers (if judged appropriate on the day)</li> </ul>	LO/ Education Team	2	2	4

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Uneven floors	Visitors	<ul style="list-style-type: none"> <li>• Good lighting in potentially hazardous areas</li> <li>• Oral warning to be given during the safety briefing at the start of the visit</li> <li>• specific hazards to be supervised by museum staff, volunteers or teachers (if judged appropriate on the day)</li> </ul>	LO/ Education Team	2	2	4
Sharp edges on display objects	Visitors	<ul style="list-style-type: none"> <li>• Oral explanation about handling objects to be given during the safety briefing at the start of the visit</li> <li>• Objects which are touchable to be clearly labelled</li> <li>• Sharp edges to be blunted or covered</li> </ul>	LO/ Education Team/EH	1	3	3
Fire	Visitors, staff, objects	<ul style="list-style-type: none"> <li>• Fire alarm panel to be checked daily</li> <li>• Fire alarm panel to be serviced annually</li> <li>• Fire exits to be clearly marked</li> <li>• Fire exits to be kept clear</li> <li>• EM Fire Risk Assessment and relevant policies to be adhered to at all times</li> </ul>	EH	1	5	5
Inappropriate behaviour towards children or vulnerable adults on the premises	Visitors	<ul style="list-style-type: none"> <li>• All members of the workforce to receive the relevant level of safeguarding training</li> <li>• All members of the workforce to be aware of safeguarding procedures</li> <li>• Staff to be DBS checked as appropriate to their role</li> <li>• Children to be supervised by their</li> </ul>	EH	1	5	5

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		accompanying adults at all times while on the premises				
Children becoming separated from their group and leaving the building		<ul style="list-style-type: none"> <li>Teachers to supervise at all times</li> <li>Education team to watch for unaccompanied children</li> <li>Exits to be kept shut or fastened as appropriate for fire safety</li> <li>Safeguarding policy to be adhered to at all times</li> </ul>	LO/FoH	1	5	5
Cupboard doors in Education Room (trapped fingers)		<ul style="list-style-type: none"> <li>All items in use to be removed from the cupboards before the session starts</li> <li>children do not have access to the cupboards.</li> </ul>	LO	1	2	2
Injuries to person or clothing from craft activity apparatus (eg scissors, ochre)		<ul style="list-style-type: none"> <li>Safety briefing before the activity starts</li> <li>close supervision by teachers and museum staff.</li> <li>Detailed risk assessments for specific activities.</li> </ul>	LO/ Education Team	1	2	2
Handling objects (sharp or rough edges)		<ul style="list-style-type: none"> <li>Safety briefing before session begins</li> <li>Regular condition checks on objects to identify damage or wear and tear.</li> </ul>	LO	1	2	2

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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

<b>Interactive</b>	<b>Example</b>	<b>Comments</b>	<b>Action</b>
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