

RISK ASSESSMENT FOR ROMAN 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
Weight of the shield	Visitors	<ul style="list-style-type: none"> <li>Museum staff to make children aware of the weight of the shield</li> <li>Children only to hold if they feel comfortable with the weight</li> <li>There is no need for children to lift or move the shield</li> </ul>	LO/ Education Team Teachers	1	1	1
Weight and sharp edges of the armour	Visitors	<ul style="list-style-type: none"> <li>Museum staff to make children aware of the weight of the armour as well as the potential sharp edges and for fingers to get trapped in the parts</li> <li>Children to hold armour with adult supervision</li> <li>A child can have the opportunity to wear the armour with adult support</li> </ul>	LO/ Education Team Teachers	1	1	1
Weight of the sword	Visitors	<ul style="list-style-type: none"> <li>Museum staff to brief the children on how to hold the sword safely</li> <li>The sword is heavy and must be held with awareness of who is around them</li> </ul>	LO/ Education Team Teachers	1	1	1

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Sharp points on the hygiene set	Visitors	<ul style="list-style-type: none"> <li>The hygiene set is thin and sharp and children will be made aware of this by the museum staff</li> </ul>	LO/ Education Team Teachers	1	1	1
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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