

# RISK ASSESSMENT FOR FENLAND WORKSHOP

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

# ASSESSMENT UNDERTAKEN

Name Janine Fairlie  
Signed \_\_\_\_\_  
Date August 2025

# ASSESSMENT REVIEW

Date \_\_July 2026\_\_\_\_\_

## 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
Sitting properly on the chairs and not tipping back on them	Children visiting	<ul style="list-style-type: none"> <li>Museum staff will make children aware of how to sit properly on the chairs so as to not fall off and hurt themselves</li> </ul>	LO/ Education Team Teachers	1	1	1
Hurting hands from tap of the cane	Children visiting	<ul style="list-style-type: none"> <li>Children to keep their hands away from the cane being tapped on their desk so as to avoid hands being accidentally tapped</li> </ul>	LO/ Education Team Teachers	1	1	1
Handling of metal tubs	Children visiting	<ul style="list-style-type: none"> <li>Reminded to handle carefully so as to not hurt fingers or toes.</li> </ul>	LO/ Education Team Teachers	1	1	1
Handling of soap flakes	Children visiting	<ul style="list-style-type: none"> <li>Children reminded to handle these carefully so as to not get them onto their skin, or eyes as they may be an irritant</li> </ul>	LO/ Education Team Teachers	1	1	1

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Washboard - rough edges	Children visiting	<ul style="list-style-type: none"> <li>Children reminded not to scrape hands or fingers on the washboards as the surface has rough edges</li> </ul>				
Weight of metal iron	Children visiting	<ul style="list-style-type: none"> <li>The metal iron is heavy and should be handled with caution so as to not drop it on feet</li> </ul>				

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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