

Health & Safety Risk Assessment

Activity / Event: School visits		Location: Ipswich Museum		Date: 04.06.2019		
Assessor Name: Gavin Kent / Philip Wise		Assessor Signature: <i>Philip J. Wise</i>		Assessment Ref: IM 001/19		
What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Outbreak of Fire	Teachers, adult helpers and pupils: burns, smoke inhalation, death	<ul style="list-style-type: none"> Fire Alarm system tested and result recorded weekly with each call point tested on rotation. Physical fire precautions in place (Emergency exits, extinguishers etc.). Visual inspections throughout the day by VS staff to ensure fire exits are clear and fire extinguishers are in place. Maximum limits on visitor numbers. Fire Risk Assessment undertaken regularly. 	<ul style="list-style-type: none"> Review of disabled persons to be helped out by Visitor Services (VS) staff where possible. Refuge Point if needed upstairs. Fire Service to be called on the discovery of a fire between 9.00 and 17.00. Teachers / adult helpers to assist their own group safety out of the building. 	<p>CIMS</p> <p>CIMS</p> <p>School</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p>	
Uneven flooring / wet floors	Teachers, adult helpers and pupils: slips, trips and falls causing possible personal injury	<ul style="list-style-type: none"> Signage, visible strips, contrasting colours and handrails. Public prohibited from taking food and drink into the main part of the Museum. 	<ul style="list-style-type: none"> Warning signs put in place in case of spillages or wet floors. Teachers / adult helpers to check children running etc. 	<p>CIMS</p> <p>School</p>	<p>On the day</p> <p>On the day</p>	

Health & Safety Risk Assessment

What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Stairs	Teachers, adult helpers and pupils: slips, trips and falls causing possible personal injury	<ul style="list-style-type: none"> Nosings on staircases with contrasting colours and bannisters. Lift available as an alternative means of access to first floor. 	<ul style="list-style-type: none"> Teachers / adult helpers to check children running etc. 	School	On the day	
Balcony	Teachers, adult helpers and pupils: leaning over too far or climbing on the railings with possible fall	<ul style="list-style-type: none"> VS Staff to warn visitors if they are seen leaning over or climbing on the railings 	<ul style="list-style-type: none"> Teachers / adult helpers to check children climbing on railings 	School	On the day	
Glass Cases	Teachers, adult helpers and pupils: running into or falling through glass with possible cuts.	<ul style="list-style-type: none"> Protective clear film on all glass Regular VS staff patrols 	<ul style="list-style-type: none"> Teachers / adult helpers to check children running, sitting on cases or otherwise behaving inappropriately. 	School	On the day	
Accessing unauthorised areas	Teachers, adult helpers and pupils: injury from chemicals, tools and equipment	<ul style="list-style-type: none"> Access doors locked 	<ul style="list-style-type: none"> Teachers / adult helpers to supervise children. 	School	On the day	
Electric Sockets	Teachers, adult helpers and pupils: inappropriate use causing electric shock	<ul style="list-style-type: none"> Protective covers over plug sockets Regular VS staff patrol 	<ul style="list-style-type: none"> None 			
Hot Water (in public toilets)	Teachers, adult helpers and pupils: scalds	<ul style="list-style-type: none"> Signage 	<ul style="list-style-type: none"> None 			
Overcrowding	Teachers, adult helpers and pupils: fainting, claustrophobia, crushes	<ul style="list-style-type: none"> Maximum capacity of 300 maintained. Staff to monitor and control entry if necessary 	<ul style="list-style-type: none"> None 			

Health & Safety Risk Assessment

What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Accident or illness	Teachers, adult helpers and pupils; various	<ul style="list-style-type: none"> Trained first aider available (subject to rota) Accidents recorded using current approved procedures 	<ul style="list-style-type: none"> None 			
Portable electrical equipment	Teachers, adult helpers and pupils: electrocution and trips over trailing cables	<ul style="list-style-type: none"> All appliances: regularly PAT tested and failed equipment discarded. Equipment (e.g. vacuum cleaners) not used during opening hours as far as possible. Equipment positioned away from access routes and trailing cables avoided. 	<ul style="list-style-type: none"> VS staff vigilant and issue appropriate instructions as necessary. 	CIMS	On the day	
Radiators	Teachers, adult helpers and pupils: burns	<ul style="list-style-type: none"> Radiator temperature maintained at correct operating temperature. 	<ul style="list-style-type: none"> Teachers / adult helpers to instruct children not to lean on radiators. 	School	On the day	
Failure in safeguarding of vulnerable adults and children	Teachers, adult helpers and pupils: Abuse and abduction	<ul style="list-style-type: none"> CIMS designated Safeguarding Officer with appropriate training. VS and other staff vigilance and awareness of issues. 	<ul style="list-style-type: none"> None 			
Lift failure	Teachers, adult helpers and pupils: claustrophobia, panic attack	<ul style="list-style-type: none"> Lift regularly serviced. Emergency phone in lift to call reception Lift not to be used in a fire evacuation. 	<ul style="list-style-type: none"> In the event that there is too long a delay before the arrival of the lift contractors then the Fire service to be called out 	CIMS	On the day	

Health & Safety Risk Assessment

What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Power cut	Teachers, adult helpers and pupils: falling (in the dark), entrapment in lift	<ul style="list-style-type: none"> Emergency lighting installed and maintained. 	<ul style="list-style-type: none"> Lift checked (and procedure for lift failure followed if required) 	CIIMS	On the day	
Unattended items of luggage (potential explosive device)	Teachers, adult helpers and pupils: injury or death	<ul style="list-style-type: none"> Response procedures identified in the Ipswich Museum Emergency Plan. Vigilant approach by staff. Regular security briefings for VS staff (most recently on 18 April 2019) 	<ul style="list-style-type: none"> None 			
Verbal abuse, threats of violence, actual violence by members of the public: (including terrorist activity)	Teachers, adult helpers and pupils: stress, injury or death	<ul style="list-style-type: none"> Response procedures identified in the Ipswich Museum Emergency Plan. VS staff in radio contact at all times. Vigilant approach by staff. Regular security briefings for VS staff (most recently on 18 April 2019). 	<ul style="list-style-type: none"> Police to be called in an emergency situation. 	CIIMS	On the day	
Visitors being locked in at closing time.	Teachers, adult helpers and pupils: stress	<ul style="list-style-type: none"> VS staff conduct thorough sweeps of the building. Alarm system in operation. 	<ul style="list-style-type: none"> No 			
Handling collection / craft materials	Teachers, adult helpers and pupils: minor injuries	<ul style="list-style-type: none"> Appropriate procedures in place. Trained first aider available (subject to rota). 	<ul style="list-style-type: none"> No 			

Health & Safety Risk Assessment

Any other comments:

Schools / educational groups should undertake their own risk assessments prior to their visit. This will ensure that the specific needs of individual children are met.

To be uploaded to CIMS website.

To be reviewed in June 2020.