

Equipment / Activity / Area being assessed	Museum General Risk Assessment	Risk Assessment No	O&T 001 - Family, School, Group Visits - General Risk Assessment
Location	Eureka! Museum, Gallery Areas and public Facilities	COSHH assessment	Separate Assessments
Who is exposed?	Family Visits, School Visits, Group Visits		
Date of assessment	20 July 2016		
Assessor's name and job title	Keith Grant, Facilities Manager		

Risk = Likelihood of injury x Severity of injury	R = L x S	Low risk = 0 – 6	Medium risk = 7 - 12	High risk = 13 - 25
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		S = Severity of injury					
		No injury or illness (0)	Minor injury or illness (1)	First aid injury or illness (2)	“3 day” injury or illness (3)	Major injury or illness (4)	Fatality, disabling injury, etc (5)
L = Likelihood of injury	Zero to very low (0)	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low
	Very unlikely (1)	0 = Low	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	Unlikely (2)	0 = Low	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	Likely (3)	0 = Low	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	Very likely (4)	0 = Low	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	Almost certain (5)	0 = Low	5 = Low	10 = Medium	15 = High	20 = High	25 = High

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (High, Medium, Low)	Completed/ Escalated to:
1	Utilising the gallery space - Slips, trips and falls & Finger Traps	The building and exhibits are designed to minimise risk of injury from slips, trips, falls and finger traps. All elements of the museum are constantly monitored and modified to meet current safety standards.	Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy.	L = 3 S = 2 R = 6 Low	Keith Grant/Duty Manager

2	Utilising the gallery space – Banging head on exhibits or when viewing through exhibits e.g. portholes.	Appropriate care and supervision levels given from accompanying adults. Gallery inspections by technical team every morning to comply with cleanliness and maintenance standards. Any accidents reported and recorded. Any hazards clearly marked.	Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy.	L = 3 S = 2 R = 6 Low	Keith Grant/Duty Manager
3	Using drawers in museum – trapping fingers	Care and supervision by accompanying adults. Gallery inspections by technical team every morning to comply with cleanliness and maintenance standards. Any accidents reported and recorded.	Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy.	L = 3 S = 2 R = 6 Low	Keith Grant/Duty Manager
4	Using the lift – Trapping fingers in the lift doors, getting stuck in the lift	Children not permitted to use the lift during opening hours unless accompanied by an adult. Appropriate supervision levels from accompanying adults. Any accidents reported and recorded.	Emergency button in lift, hazard tape around the door to show finger trap area and safe waiting area.	L = 2 S = 2 R = 4 Low	Keith Grant/Duty Manager
5	Using tables and chairs – Tripping on table/chair legs, trapping fingers	Staff training to be provided. Care and supervision by accompanying adults. Any accidents reported and recorded.	Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy.	L = 3 S = 2 R = 6 Low	Keith Grant/Duty Manager
6	Lost Children	Eureka! has a lost child policy and procedure in place.	See Separate policy	N/A	Keith Grant/Duty Manager
7	Maintenance Activities	Maintenance activities are carried out in accordance with current regulations. A permit to work system is in place for all hazardous operations. Plant, pressure vessels and lifting equipment are serviced and inspected with current HSE legislation and insurance requirements.	All equipment and facilities are checked regularly to ensure they comply with safety regulations.	N/A	Keith Grant/Duty Manager
8	Electrical Equipment	Electrical installation and portable appliance testing are carried out annually in accordance with IEE Regulations.		N/A	Keith Grant/Duty Manager

9	Fire	Fire evacuations, drills and training are carried out in accordance with the Fire Risk Assessment and Fire Certificates.	See separate assessment	N/A	Keith Grant/Duty Manager
10	CoSHH (Control of Substances Hazardous to Health)	CoSHH substances are actively assessed, monitored and controlled.		N/A	Keith Grant/Duty Manager
11	Workshops/Activities	Risk assessments are carried out for operations and activities as appropriate.	See separate assessments	N/A	Keith Grant/Duty Manager
12	Public Liability, Employers Liability and Local Authority Licence	Eureka! is covered by public liability insurance, employers liability insurance and is licensed by the local authority.		N/A	Keith Grant/Duty Manager

Sign-off of risk assessment

Review by Line Manager (Name, job title and date)	Keith Grant , Facilities Manager
Review by Senior Manager (Name, job title and date)	Tudor Gwynn , Operations & Projects Director
Next Review date:	20 th July 2017