

South Holland District Council Risk Assessment

Service Area:		Area / Task assessed: Education visits			Assessment Date:		Reference Number:	
Museum		Education visits			5.1.2009		Not applicable	
Score	1	2	3	4	5	6	7	
Severity		Slightly harmful		Harmful		Very Severe		
Likelihood	Highly Unlikely	(Minor Injury)	Unlikely	(Injury over 3 day)	Likely	(Death/Disability)	Very Likely	
Risk	3 = Insignificant	5 = Low	7 = Medium	9 = High	11 or 13 = Very High (Unacceptable)			

Who is at risk?	E - Employee	P - Public	V - Visitor	C - Contractor	A - Agency
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Hazard	Who is at Risk?	Controls already in place	Score			Risk Level =	Further controls required. Date to be completed by & by who.	
			Severity	+	Likelihood			
Slips, trips and falls	P	<ul style="list-style-type: none"> Staff responsible for maintaining a clear and safe working area Warning sign prominently displayed in Museum's Entrance Hall Supervisory staff to be verbally warned about hazard upon arrival 	2		3	5	<ul style="list-style-type: none"> Not applicable 	
		Residual Score	2		1	3	Date: 5.1.2009	Initial RD
Inappropriate handling or use of objects in handling collection	P	<ul style="list-style-type: none"> The handling boxes contain notes for the supervisor explaining the safe use of the objects; as well as the suggestion that these guidelines are communicated to the students 	2		1	3	<ul style="list-style-type: none"> Not applicable 	
		Residual Score	2		1	3	Date: 5.1.2009	Initial RD
The Museum's lift may break down	P	<ul style="list-style-type: none"> Museum staff show supervisory staff how to use the lift Museum staff are aware of how to free people from the lift The lift is maintained twice a year 	2		1	3	<ul style="list-style-type: none"> Not applicable 	
		Residual Score	2		1	3	Date: 5.1.2009	Initial RD

Assessors Name: Richard Davies	Line Manager: Vicky Thomson	Head Of Service: Sue Bolter	Signed	Review Date: TBC
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Visiting the Gardens, and the hazards from plants (this includes allergies, stings, thorns and berries)	P	<ul style="list-style-type: none"> Supervisory staff are asked to bear these hazards in mind if the group visits the Gardens Garden maintenance staff remove hazardous vegetation as far as they are able 	2		3	5	<ul style="list-style-type: none"> Not applicable
		Residual Score	2	1	3		Date: 5.1.2009 Initial RD
Adverse weather while visiting the Gardens	P	<ul style="list-style-type: none"> If appropriate given the prevailing conditions and the intentions of the visiting group, supervisory staff will be made aware by Museum staff that there is no shelter from the sun and rain in the Gardens 	2	1	3		<ul style="list-style-type: none"> Monitor weather during day of visit to assess whether warnings are appropriate
		Residual Score	2	1	3		Date: 5.1.2009 Initial RD
The pond in the Garden	P	<ul style="list-style-type: none"> Supervisory staff to be verbally warned about hazard upon arrival 	6	3	9		<ul style="list-style-type: none"> Not applicable
		Residual Score	6	1	7		Date: 5.1.2009 Initial RD

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General	P	<ul style="list-style-type: none"> Supervisory staff are encouraged to undertake a pre-visit visit to familiarise themselves with the building's layout and any potential hazards, as they will be aware of any special needs of the group members for whom they are responsible Museum's staff are all aware of relevant procedures in the Museum's emergency plan 	2	3	5		
Residual Score			2	1	3	Date: 5.1.2009	
						Initial	RD

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