

General Details

Assessor	Simon Tootell
Assessment Date	10/05/2023
Assigned Reviewer	Simon Tootell
Next Review Date	10/05/2024
Operation Assessed	Led School Visits (Egypt/Roman/WWII) and Pre-school

Associated with specific area
<ul style="list-style-type: none"> Communications, Culture and Leisure Facilities RAMM RAMM Museum (RAMM)

Description of work area and/or activity assessed

Led School visits in RAMM for children of all ages - covering Egypt, Roman and WWII
 Note that teachers and adults accompanying the school group have been added as 'Visitors' on the persons affected section given there is no other suitable category.

Overall Current Risk



		Severity				
		Minor	Moderate	Significant	Serious	Major
Probability	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost Certain	5	10	15	20	25

Average Number of Persons Affected

62	Children
1	Employees
6	Visitors
8	Volunteers

Current Rating	Hazard Information	Task Status
Low 	Slip / Trip / Fall injuries resulting from trips, slips and falls due to temporary nature of activities.	
Measures Currently in place to prevent risk of injury		
Cables are taped to floor or rubber cable covers are used. Wet or sticky areas on floors are immediately cleaned. Bags and pushchairs are stored out of the way (avoiding fire exits). Tablecloths are secured to tables with clips.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Hazardous Substance Contact with materials and choke hazards. Dirty hands being put into mouth.	
Measures Currently in place to prevent risk of injury		
Purchased materials used are always non toxic. Parents/carers made aware when there are potential choke hazards and small items placed out of 'grab range' of small children. When handling objects, specimens or materials, advise children and accompanying adults to wash their hands as soon as possible after the activity. Ensure as far as possible that hand-washing facilities are nearby.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Fire Safety Fire, live sockets, LED lighting	
Measures Currently in place to prevent risk of injury		
Socket covers used on premises. Equipment to be on steady tables with any covering firmly affixed to prevent children inadvertently pulling equipment or objects onto themselves. Only low voltage lights with no heat emission to be used.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Overhead Object(s) Falling items causing crush injuries from above	
Measures Currently in place to prevent risk of injury		
Careful stacking where necessary. Checking of furniture, display stands, stacking chairs etc that could be pushed by children and tumble over. Unstacking where necessary. Heavy items needing storage are stored out of the reach of children.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Manual Handling strain injuries arising from lifting heavy objects	
Measures Currently in place to prevent risk of injury		
If items are too heavy to lift, staff must work in pairs or break loads into manageable ones. Book assistance in advance where possible to avoid rushed jobs and injuries. Volunteers should not attempt to lift heavy objects, furniture or equipment.		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Human Factors Children getting lost	
Measures Currently in place to prevent risk of injury		
See Safeguarding procedure and lost children procedure for guidance.		


Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	First aid (Lack of provision) Lack of first aid provision resulting in untreated injuries	
Measures Currently in place to prevent risk of injury		
<p>Adults carers with children are in the first instance responsible for seeking first aid provision for their children. We have a team of trained first aiders at the museum that should be called upon to attend if a child or adult with specific needs becomes ill or is injured. A museum volunteer on the schools team should notify a member of the Visitor Services team in this instance for a RAMM first aider to attend.</p> <p>Only museum staff who are qualified first aiders can provide first aid with the permission of the accompanying adults. All staff and volunteers can request first aid assistance from emergency services.</p>		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Human Factors Insufficient Safeguarding resulting in abuse	
Measures Currently in place to prevent risk of injury		
<p>All museum staff and volunteers providing school activities have appropriate safeguarding training. Accompanying adults with the school group should include individuals who are Qualified Teachers with current DBS checks. One teacher must be QTS accredited (Qualified Teacher Status) and there must also be an additional teacher to circulate between groups. All RAMM long-standing school volunteers are DBS checked. Student helpers from the university are not DBS checked but are never left alone in charge of children of adults with specific needs.</p> <p>Ideally the school should attend with enough adults so there is one adult who can remain with each of the activity groups as specified on the provisional/confirmation email from the museum for the visit.</p> <p>If you are unable to bring one adult per activity group, as a minimum we recommend the following ratio of adults to children Children aged 0-4 1 adult: 3 children Children aged 5-7 (KS1) 1 adult: 6 children Children aged 8 -11 (KS2) 1 adult: 10 children Children aged 12 and over (KS3 +) 1 adult: 15 children</p> <p>Accompanying adults should not have babies/toddlers/buggies with them</p>		

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<p>Low</p> <p>■ ■ ■ ■ ■</p>	<p>Other (See: Hazard Details)  Hygiene of visitor/activity area in galleries and rooms where a person has vomited.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>A supervising adult of the visiting group, in conjunction with a member of RAMM volunteer team, should notify immediately a member of the Visitor Services team who will attend to begin the process of immediate moving of people and any materials away from the immediate area. The Visitor Services team will follow the procedure for the safe bio cleaning of the area to minimise the possibility of transmission of any contagious virus.</p> <p>An accompanying adult of the visiting group should take charge of the care of the child or adult with specific needs, seeking assistance from a trained RAMM first aider as required</p>	<p>0 0 0</p>

Potential Rating	Additional Controls Required
<p>Low</p> <p>■ ■ ■ ■ ■</p>	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>