



### General Details

Assessor	Lynda Pearce
Assessment Date	25/05/2022
Assigned Reviewer	Lynda Pearce
Next Review Date	25/05/2023

#### Associated with specific area

Museums and Culture

Dover Museum

Operation Assessed	Dover Museum General Visits to Museum by Schools
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Description of work area and/or activity assessed

Risk Assessment for self-led visits by school groups to Museum

### Overall Current Risk

## Low



#### Severity

	Minor	Moderate	Significant	Serious	Major
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

### Persons Affected

Children

Employees

Members of the Public

Visitors

Current Rating	Hazard Information	Task Status
Low 	<b>Slip / Trip / Fall</b> Risk of tripping, slipping, falling on stairs between floors of Museum	
Measures Currently in place to prevent risk of injury		
Children should be supervised and told to be sensible on stairs. Children remain under control of teacher and accompanying helpers at all times. First Aid Kit kept at museum. Trained first aiders amongst museum staff.		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></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 	<b>Machinery</b> Risk of injury when using interactives in galleries	
Measures Currently in place to prevent risk of injury		
All interactives have been assessed to identify any potential risk to all patrons and any necessary control measures put into place. Instructions are based on the documented risk assessment and provided on the interactive or verbally as necessary. Children remain under the supervision of a teacher and accompanying helpers at all times. Pupils must use interactives in small groups under supervision of a teacher or accompanying helper. Pupils must follow instructions for using interactives. First Aid Kit kept at museum. Trained first aiders amongst museum staff.		

Potential Rating	Additional Controls Required
Low 	<p><b>No Remedial Actions Entered</b></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 	<b>Human Factors</b> Pupils share facilities with the general public	
Measures Currently in place to prevent risk of injury		
Pupils should not go to toilets without an accompanying adult from the school group. If museum staff see children going to toilets on their own, they should send them back to their school group to get an adult to accompany them.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> 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.

Current Rating	Hazard Information	Task Status
Low 	<b>Machinery</b> Risk of getting stuck in the lift	
Measures Currently in place to prevent risk of injury		
Children must not use the lift unless accompanying an adult and another child who has to use the lift e.g. in a wheelchair. If museum staff see children near to lifts without an adult accompanying them, they should send them back to their group.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> 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.

Current Rating	Hazard Information	Task Status
Low 	<b>Fire Safety</b> Emergency evacuation of groups due to fire.	
Measures Currently in place to prevent risk of injury		
School groups to make their way to the ground floor where they will be guided by member of staff to the evacuation meeting area in Market Square. School groups will be requested to remain in this area until a full evacuation has been completed and the building is secure. School groups will not be allowed to return to the building until the all clear is given. Teachers remain in charge of their pupils at all times. School staff will ensure that no-one uses the lift. Should individuals from the group require assistance to manage stairs safely, the route through the boat gallery is to be used where possible if visitors are located on the top floor when the alarm sounds. If there is an issue with an individual on the Mezzanine Gallery, pupil and responsible adult from the school remains near the chair lift at the top of the stair while the rest of the group is cleared from the building. Staff member should then alert management/fire service individuals to aid safe removal of persons waiting on stairs.		

Potential Rating	Additional Controls Required
Low 	<b>No Remedial Actions Entered</b> 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.

