

RISK ASSESSMENT – Gloucester City Museum & Art Gallery
Formal Learning Sessions

RISK	STEPS TAKEN TO MINIMISE RISK	LIKELIHOOD OF RISK HAPPENING	SEVERITY OF RISK
<p>Low Light levels in some areas of the galleries: Slips, trips or falls from not noticing obstructions on floor or displays</p>	<ul style="list-style-type: none"> • Regular patrols ensure that floors and walkways kept free of clutter. • Participants to be made aware of need to walk around Museum and use hand rails on stairs. • Participants to be supervised at all times by group leaders (eg Teachers, support staff, parents) and / or Museum Staff 	<p>LOW:</p> <ul style="list-style-type: none"> • No light level lower than can be found in other buildings or situations participants may frequently experience. • All participants will be supervised. 	<p>LOW: - Minor abrasions, or bruises if trip over. (First aid kit on site. Training is underway to ensure that there is always a trained First Aider on site)</p>
<p>Raised platforms, cases and other equipment used to display objects: Slips, trips or falls from not noticing obstructions. Bumping into display objects</p>	<ul style="list-style-type: none"> • Regular patrols ensure that floors and walkways kept free of clutter. • Participants to be made aware of need to walk around Museum. • Participants made aware of need to obey 'Please do not touch' signs. • Where possible sharp edges and corners are not accessible. • All heavy or potentially unstable objects on open display are secured to avoid accidental knocking over or tipping over. • Participants to be supervised at all times by group leaders (eg Teachers, support staff, parents) and / or Museum Staff. 	<p>LOW:</p> <ul style="list-style-type: none"> • All participants will be supervised. 	<p>LOW: - Minor abrasions, or bruises if trip over. (First aid kit on site. Training is underway to ensure that there is always a trained First Aider on site)</p>
<p>Museum front door leads straight out into the street: Participants running out into traffic or passing</p>	<ul style="list-style-type: none"> • Participants to be supervised at all times by group leaders (eg Teachers, support staff, parents) and / or Museum Staff 	<p>LOW:</p> <ul style="list-style-type: none"> • All participants will be supervised. • Front door is situated by 	<p>MEDIUM:</p> <ul style="list-style-type: none"> • Cuts and bruises, broken limbs if hit by traffic. • Emotional distress if become

crowds	<ul style="list-style-type: none"> • Participants to be instructed not to leave the building unless under direct supervision in an emergency situation. • Front door is situated by the continually manned reception desk, rendering unnoticed exits virtually impossible. • Pavement between front door and road. • Road has low speed limit 	the continually manned reception desk, rendering unnoticed exits virtually impossible.	lost. (First aid kit on site. Training is underway to ensure that there is always a trained First Aider on site)
Fire:	<ul style="list-style-type: none"> • All areas of the Museum are covered by an audio and flashing alarm – continuously ringing bell. All fire exits are clearly marked and kept accessible at all times. The building conforms to all fire regulations. • Instructions for the evacuation procedure are display prominently through out the Museum. • Museum staff will escort all members of the public to the designated waiting point (Across the road opposite the front of the Museum.) • Numbers for booked parties will be checked off against the numbers of participants given when the groups enters the Museum. (Group leaders should keep their own named registers of participants.) • Participants should be supervised at all times and group leaders should always be aware of the whereabouts of their entire group. 	<p>LOW:</p> <ul style="list-style-type: none"> • The whole Museum building conforms to all fire safety standards. Alarms are regularly checked and are connected straight through to the fire station. Fire escapes are always clearly marked and kept accessible. • Members of staff will escort all public to safety. • The procedures in place for evacuation on hearing the fire bell will be familiar to particularly school groups and those that attend any public building regularly. • No activity done as part of a formal or informal learning visit increases the risk of fire. 	<p>HIGH:</p> <ul style="list-style-type: none"> • Fire and escape from fire can result in a whole range of injuries, ranging from minor bruises and abrasions to death. (First aid kit on site. Training is underway to ensure that there is always a trained First Aider on site)

Handling Objects:
Dropping object on feet etc
Object breaking or cracking whilst being handled

- Handling to be only done under close Museum staff supervision.
- Before each object can be handled participants made aware of how to correctly and safely handle that particular object and of any sharp edges to watch out for.
- Objects used for handling will come from Education/ Handling collection and will be in a suitable condition to be handled.
- Handling done over a table or with children sat crossed legged on floor if more appropriate. This gives the opportunity to rest the object on the table or floor rather than bearing its weight.
- Extra support given when handling heavier objects
- Inappropriate behaviour with objects challenged.
- Participants to be supervised at all times.

LOW:
• Handling will be done under close Museum staff supervision in small groups.

LOW: - Minor abrasions, or bruises if heavy objects dropped (First aid kit on site. Training is underway to ensure that there is always a trained First Aider on site)