

Ashmolean Occupational Health, Safety and Welfare - Risk Assessment

Risk Assessor: Clare Coleman, Jude Barrett, Clare Cory, Colin Webb	Area/Department: Learning Department	Ref No: Ashmolean Museum/37, Beaumont St
	Signature: Jo Rice, Head of Learning	Date: 19/11/2019

Summary description of tasks to be undertaken

Generic group visit risk assessment. Group leaders are strongly advised to visit the Museum before they visit and complete their own risk assessment to meet the specific needs of their group. First Aid: There are trained first-aiders on the museum staff. There is a trained first-aid-er on site at all times. Some museum staff are trained in emergency aid. First aid boxes are available in the museum (but we recommended that schools bring their own)

Ref	Identify	Those at risk	Evaluate			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
			Raw Risk Rating				Current Risk Rating			
	Identified Hazards and Associated Risks		L	S	R	Current Control Measures that are in place now.	L	S	R	Additional actions required to reduce risk.
1	Arrival at St Giles entrance e.g. tripping, slipping, bumping, bruising, trapped fingers	all	2	2	2	All general areas are regularly inspected to maintain safe entrances and safe spaces in the museum building. Signage in place to warn of risks. Entrance is overseen by security staff. Group leaders should coordinate and supervise their groups at all times.	2	2	2	None
2	Arrival at Beaumont Street main museum entrance e.g. tripping, slipping, bumping, bruising, trapped fingers	all	2	2	2	Front door is supervised by museum staff. Group leaders should coordinate and supervise their groups at all times.	2	2	2	None
3	Steps down to Education Studio and Lunch Room, e.g. tripping, slipping, bumping, bruising	all	2	2	3	Step edges marked with contrast colour. Group leaders supervise group members using stairs.	2	2	3	Teachers and group leaders should encourage use of the hand rails on stairs.
4	Groups using education toilets - slipping on wet floors, hot water	all	1	2	1	Daily cleaning and regular inspections take place.	1	2	1	Signs to warn about hot water
5	Groups using public toilets on lower ground floor, slipping on wet floors, hot water,	all	1	2	1	Regular cleaning at least once a day and inspections take place.	1	2	1	Signs to warn about hot water
6	Safeguarding young people, children and vulnerable adults while using toilets	young people and vulnerable adults	1	2	1	Group leaders should supervise their groups when using toilets.	1	2	1	Ongoing review of safeguarding policy
7	Moving around galleries and museum: stairs, display cases, floors, doors; e.g. tripping, slipping, bumping, bruising, crowds, splinters.	all	1	2	3	Visitors advised to walk. Floor cleaned and signs used when wet. Barriers and signage provided for risks to the public. Galleries are staffed.	1	2	3	Group leaders advised to supervise groups at all times.
8	Visits to study rooms which have their own risk assessments	all	1	1	1	Study rooms are supervised by museum staff, participants often seated. Study Rooms have their own risk assessments.	1	1	1	None
9	Lifts; getting stuck in lift	all	1	1	1	Emergency telephone in lift. Teachers should accompany students in lifts.	1	1	1	None
10	Safeguarding, including participants working with external artists and practitioners	all	1	1	1	Teacher or group leaders should supervise their students at all times.	1	1	1	None
11	Fire	all	1	1	1	Fire alarms in museum regularly tested. Clear evacuation procedures in place, staff trained to escort visitors from building safely.	1	1	1	None
12	Using shop, café, dining room	all	1	1	1	Group leaders are advised to supervise their groups at all times.	1	1	1	None
13	Using Lecture theatre, tripping, reduced visibility with low light levels.	all	1	1	1	Lecture theatre set up safely before events and users briefed before start.	1	1	1	None
14	Training given for equipment used. Injury from materials, equipment and tools, cutting implements, easels, hammers, paint, glue, pins and needles at museum and off site outreach. Substances used in small quantities and at safe levels. Separate risk assessments written for hazardous substances or equipment	all	2	2	2	Workshops led by specialist staff, participants taught to use equipment safely	2	2	2	none
15	Sickness or accident during school visit	all	1	1	1	Staff must contact security or gallery staff for assistance. Help will be given by a trained staff member, then accidents and recorded in the Museum's accident book.	1	1	1	None or near miss reporting when appropriate.
16	Outreach visits by museum staff- risk to staff: driving for work, lifting and carrying.	all	2	2	2	Safe lifting and handling, safe driving for work	2	2	2	None

Approved and Signed by the Line manager: **Jo Rice, Head of Learning 19/11/19**

Print name and date: **Clare Coleman, Jude Barrett, Clare Cory, Colin Webb 13/11/2019**