

**GLAM Activity/Area - Risk Assessment**

Assessor: <b>Clare Cory</b>	Area / Department: <b>Ashmolean, GLAM</b>	Ref No:
Signature: <b>Clare Cory</b>	Date: <b>Apr-24</b>	

Summary description of tasks to be undertaken:

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however this task may be delegated to a competent person or persons within the department  
The Assessor should be competent in his/her knowledge of the activity, process and trained in risk assessment techniques  
(The Line manager must counter sign at the bottom to approve the risk assessment and remains accountable for both its detail & its implementation)*

Ref	Identify Hazard	Those at risk. & Description of harm.	Current Control Measures	Evaluate Risk			Additional Control Measures)	Re-Evaluate Risk		
				Current Risk Rating				Final Risk Rating		
	Hazards	Describe how those affected could be harmed	Current Control Measures that are in place now. If Current Risk Rating is above 5 then look to identify & implement Additional Control Measures	L	S	R	Additional Control Measures required to reduce the Current Risk Rating If the Final Risk Rating is above 5 then find further control Control Measures until its 5 or below.	L	S	R
1	Accidents, incidents and near misses	Children could be injured or hurt themselves	Teachers must supervise pupils on arrival at the Museum at all times and alert them to the presence of traffic outside the building. We require all primary schools to bring 3 adults per school class to supervise and support during delivered and self guided sessions and for health and safety reasons. Adults providing 1-1 support for individual pupils must be in addition to the 3 adults. During self guided visits and sessions, we require teacher supervision of the group at the ratio of 1 responsible adult to supervise a maximum of 10 pupils under the age of 12. Secondary school pupils may be supervised by fewer adults at the discretion of the learning team. School group toilets are available. Pupils should use the toilets in small groups of 5 or fewer under the supervision of their teachers. Teachers and school staff are responsible for the behaviour, safety and supervision of their students at all time in the Museum and should ensure that their behaviour does not disrupt other visitors. Teachers and staff are asked to treat all museum staff with respect at all times. All groups are met by Museum staff and are briefed on museum rules, fire alarm procedure, no use of the lift unless with an adult member of the visiting group, no food and drink in galleries. When using plastic tubs to store school bags and coats teachers are advised to let pupils use them in small groups to avoid overcrowding and risk of tripping. A suitable number of fully trained first aiders on site will provide emergency first aid in the Museum. All accidents, incidents and near misses should be immediately reported to Museum staff and will be fully investigated, reported to the University Safety Office and suitable remedial actions taken as required. Access is restricted to the public areas of the Museum only unless the pupils are part of a special project when they will be supervised by additional members of staff. Teachers may have access to the lunch room or learning studio and schools toilets and are responsible for the safety of their pupils when using these spaces.	2	2	4	Front of House staff to give extra supervision to ensure control measures are fully implemented	1	2	2
3	Illness during the visit	a,b,c,d,e please see the relevant University, government guidelines or restrictions at the time of visiting ( re covid)	If any adults or pupils feel ill or are unwell during the visit, teachers must make arrangements to take the child off site immediately.	2	3	6	Front of House staff to give extra supervision to ensure control measures are fully implemented	2	3	6
4	Safeguarding and pupils with SEND	Protection of children and vulnerable adult, Pupils with SEND who could cause injury to themselves and others if they deregulate during a visit.	Learning Officers are DBS checked. All staff working with groups have been briefed on child protection and GLAM safeguarding policies. They know who the Designated Safeguarding Officers are at the museum and the correct procedures to follow. If there is a concern that there is an immediate risk of serious harm to a child or adult at risk then the emergency services should be contacted without delay on 999 or 101. Staff and volunteers working directly with children or vulnerable adults have read and agreed to the GLAM safeguarding policy. During school visits, if staff or pupils are concerned about the behaviour of another member of the public/staff/site user, they should report it immediately to a member of Museum staff. Photos will only be taken when written permission has been given by the person concerned. If access is given to the internet on tablets then appropriate filters will be put in place but teachers will also be required to supervise appropriate use of the web. The Museum's website outlines provision for SEND pupils and explains the information we require from teachers when booking and before visiting to support their pupils. Please note we do not have a quiet room. Breakout spaces may be available which contain tables, chairs and other equipment which could cause injury and may also be used by other schools during the day. Schools are responsible for making risk assessments for their pupils and informing the Museum of possible risks before visiting.	1	4	4	Report a safeguarding issue immediately to the Ashmolean's Designated Safeguarding Officers Lucy Shipp or Stewart Mann	1	4	4
5	Electrical equipment	e,b,c,d,e Risk of electric shock		1	2	2		1	2	2

