GLAM Activity/Area - Risk Assessment						
k Assess(Clare Coleman	Area / Department	Ashmolean, Glam	Ref No:			
	Signature	Clare Cory	Date:	Jun-23		
Summary description of tasks to be undertaken:						

Responsibility for completing risk assessments is the function and responsibility of Line Management, however this task maybe 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 accountabable for both its detail & its implementation)

Ref	Identify Hazard			Evaluate Risk		Risk	Additional Control Measures)		Re-Evaluate Risk			
		& Description of harm.										
	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	Current Risk Rating			Additional Control Measures required to reduce the  Current Risk Rating  If the Final Risk Rating is above 5 then find futher control Control Measures  until its 5 or below.		Final Risk Rating			
				L	S	R		L	S	R		
1	Accidents, incidents and near misses	Children could be injured or hurt themselves	Teachers are advised to supervise children on arrival at the Museum at all times and alerted to the presence of traffic outside the building. We advise teacher supervision of the group at the ratio of 1 responsible adult to supervise a maximum of 10 students under the age of 12 is required. Older students may be supervised by fewer adults at the discretion of the learning team. Students should use the toilets in small groups of 5 or fewer. A certain number of toilets will be reserved for the use of a specific group.  All groups are met by Gallery or Learning staff and before the visit commences they are briefed on: the need to walk rather than run, fire alarm procedure, no use of the lift unless with an adult member of the visiting group, no food and drink in galleries policy.  When using plastic tubs to store school bags and coats teachers are advised to allow small groups up at a time to do so in order 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. First aid boxes are kept in several locations around the Museum. All accidents and incidents are reported to Museum staff – accidents and incidents for both employees and visitors are 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 students 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 students when using these spaces.	2	2	4	Front of House staff to give extra supervison to ensure control measures are fully implemented	1	2	2		
3	Covid19 - group safety	a,b,c,d,e and any covid University, government guidelines or restrictions at the time of visiting	If any adults or children feel unwell with covid during the visit, group leaders must make arrangements to take the child off site immediately.	2	3	6	Front of House staff to give extra supervison to ensure control measures are fully implemented	2	3	6		

4	Safeguarding	c Protection of children and vulnerable adults	Learning Officers are DBS checked. All staff working with groups have been briefed on child protection and safeguarding issues/policies, including identifying their safeguarding lead within the University. 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. Volunteers are briefed on child protection/safeguarding policies of the Museum. Staff working directly with children or vulnerable adults have read the GLAM safeguarding policy.  During school visits, if the staff or pupils are concerned about the behaviour of another member of the public/staff/site user, they should report it immediately to Front of House staff or Learning staff.  Teachers should supervise children when using the toilets.  Photos will not be taken of children unless written permission has been given by the person concerned. If access is given to the internet on tablets then appropriate differs will be put in place but teachers will also be required to supervise appropriate use of the web.	at-risk-adults- e adults or adent ving a isk or is	1	4	4
5	Electrical equipment	e,b,c,d,e Risk of electric shock	Five yearly inspection of building electrical system by a competent electrical contractor.  Portable electrical equipment is subject to regular safety inspections by fully trained personnel. Only authorised persons are allowed to work with electrical equipment in the Museum. Learning staff are responsible for seeking PATesting from a qualified tester on any additional electrical apparatus bought into the museum.		1	2	2
6	The building	a,b,c,d,e Risk of trip or fall causing injury accidents or shock	Building is maintained in good condition. The condition of all stairs and flooring is regularly checked by the Gallery staff and reported as necessary. Hand rails are fitted on all stairs. If taught school groups are taken upstairs by learning staff they are advised to go in single file, on the left and they can use the handrail. Areas will be barriered off when work is carried out during opening hours.  The condition of all stairs and flooring is fitted as regularly checked by the Gallery staff and reported as necessary. Hand rails are fitted implemented  Front of House staff to give extra supervison to ensure control measure con	ures are fully	1	2	2
7			A copy of this RA will be available to all groups on request.  0				0
Approved manager	d and Signed by the Line :	Clare Cory	Print name and date Clare Cory 20/07/2022	l .		1	

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This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed

Review	Reviewed By	Findings	Signed