

GLAM Activity/Area - Risk Assessment

Risk Assessor: 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 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
	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 further 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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	2 2 4	Front of House staff to give extra supervision 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 supervision to ensure control measures are fully implemented	2 3 6

