

Museum Collections Centre: Educational Risk Assessment

**Determining the risk**

A numeric rating is given for both the severity and the probability; when multiplied together, the risk factor can be determined for any given hazard. Remedial measures taken to reduce the level of each identified risk are shown.

**Probability**

- 1. Improbable            Unlikely to occur
- 2. Possible                May occur
- 3. Probable                Likely to occur
- 4. Certain                 Common / frequent

**Severity**

- 1. Minimal risk            Strain, shaken, no injury
- 2. Moderate risk           Cuts, bruises, sickness etc.
- 3. High risk                Broken bones, burns etc.
- 4. Major risk                Death, loss of limbs etc.

**Table of risk factors (Probability x Severity)**

Probability	Severity			
	Minimal	Moderate	High	Major
<b>Improbable</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Possible</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>
<b>Probable</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
<b>Certain</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>

Area / Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures required	P	S	Final Risk Factor with Precautionary measures
General	Risk of Fire	1	4	4	All Exits kept clear. Should alarm sound follow Fire Marshal instructions. Leave by nearest Fire Exit and meet by the Fire Assembly Point (Main Car Park)	Pupils must be supervised by own teachers at all times Minimum ratio 1:10.	1	2	2

Area / Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures Required	P	S	Final Risk Factor with Precautionary measures
General	Accident / illness	2	2	4	Should an accident or illness occur during the visit, a member of staff should be informed. The site First Aider will then attend.	First Aiders are not allowed to dispense any medication, so children / teachers should bring anything that may be required on the visit.	2	1	2
General	Bad / poor behaviour	2	2	4	Owing to the size of the building and objects in storage schools should bring 1 adult per 10 children.	Children should be discouraged from touching or climbing on the objects. Children's behaviour is the schools responsibility and museum staff should not be left in sole charge of children at any time.	1	2	2
Disembarking in Main Car Park  Warning uneven surfaces towards main entrance.	Cars / Contractors / Delivery Vehicles.  Potentially slippery during very cold weather	2	4	8	Coach driver should pull onto MCC main car park (see plan on Website)  A member of staff will meet the group and escort into the building  Caution required in frosty weather.	Teachers should supervise pupils safely into the premises.  Care should be taken as other vehicles use this car park.  Driver warning sign 'Beware Children'	2	1	2

Area / Activity	Potential hazard	P	S	Risk factor	Control measures taken	Additional measures Required	P	S	Final Risk Factor with Precautionary measures
Walking around the building from classroom to warehouse and extension.	Trips, slips and falls.  Several flights of stairs (lift available if required).	2	2	4	Verbal instructions by museum staff to walk at all times; use handrails.	Pupils must be supervised by own teachers / staff. Adults positioned in strategic places.	2	1	2
Doors in entrance, classroom and warehouse.	Trapping of fingers	2	2	4	Verbal warning; individual should be chosen to hold door for rest of the class.	Pupils must be supervised by teachers /staff.	1	2	2
Gathering information in the warehouse and extension.	Objects and Machinery at ground level.  Injury by touching or walking into objects.	2	2	4	Verbal warning; objects should not be touched; care should be taken in storage aisles and around large machinery.  Pedestrian areas clearly identified and should be used at all times.	Pupils must be supervised by teachers / staff.  Classes not taken into areas where staff or contractors are working.  Signage – no climbing on racks / no touching objects.	1	2	2
Toilets	Toilets used by other visitors and members of staff.	1	1	1	Schools are advised to bring male and female helpers with mixed sex classes.	Pupils must be supervised by own teachers and staff.  Use toilets before workshop in warehouse / extension and during break times.	1	1	1

**Session with School Liaison Teacher / Visitor Assistant / Tour Guide**

<b>Area / Activity</b>	<b>Potential hazard</b>	<b>P</b>	<b>S</b>	<b>Risk factor</b>	<b>Control measures taken</b>	<b>Additional measures Required</b>	<b>P</b>	<b>S</b>	<b>Final Risk Factor with Precautionary measures</b>
The Great Egg Race Session: misuse of equipment and whilst gathering information in Warehouse / extension.	Dropping camera on foot, poking with pencils etc.  Pushing, slipping or walking into or touching objects.	2	2	4	Verbal warning; close supervision.  Warning about the warehouse and extension as per above.	Pupils supervised at all times by teachers and staff.	1	2	2
Building vehicle prototypes using model kits in classroom and testing.  Loose objects left on floor.	Throw at, poking or cutting someone  Tripping on loose items left on floor.	2	2	4	Verbal warning; close supervision.  Tables provided for the construction of prototype models.	Pupils supervised by teachers and staff.  Keep room as tidy as possible to avoid tripping	1	1	1
Curator for the Day Session: misuse of equipment and whilst gathering information in warehouse / extension.	Dropping camera on foot, poking with pencils etc.  Pushing, slipping or walking into or touching objects.	2	2	4	Verbal warning; close supervision.  Warning about the warehouse and extension as per above.	Pupils supervised at all times by teachers and staff.	1	2	2

Wheel chair user or walking impediment.	Safe access to main warehouse / extension	2	1	2	Lift available for access to classroom.  Toilet facilities available.  MCC Staff available to escort individual or group via flat-level access route into the warehouse / extension and return to classroom.	Request for school member of staff to escort pupil on different route from the other pupils.	2	1	2
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MCC staff who will be working with the School groups have been certified by the Criminal Records Bureau.

At least two members of staff on site hold the full First Aid at Work Certificate.

The Museum Collections Centre is a fully working Collections Centre, with large items of equipment, objects being prepared for display and to be loaned to other museums, and is therefore unlike a normal museum visit. The Centre houses over 500,000 objects from Egyptian mummies to large steam engines – many of which are both valuable and of extreme historic importance. It is therefore necessary to have adequate adult supervision and request that respect be shown to the collections in our care for the citizens of Birmingham. The Museum staff reserve the right to terminate a session should inadequate supervision be provided, which could result in an accident on site.

This document is for guidance only, and is not a legal document. Teacher are welcome to visit prior to there visit and conduct their own risk assessment and familiarise themselves with the Museum Collections Centre facilities and storage areas.

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MCC Manager: Jeremy Ross

Date: 26<sup>th</sup> November 2007