

General Risk Assessment for Schools Visits to the Museum of the History of Science

DEPARTMENT:	Museum of the History of Science, University of Oxford		
NAME OF ASSESSOR(S):	Chris Parkin, Lead for Learning and Participation	DATE OF ASSESSMENT:	1 st April 2018 (date of revision)
AUTHORISATION OF ASSESSMENT:		AUTHORISED DATE:	
DESCRIBE/OUTLINE THE ACTIVITY THAT IS UNDER ASSESSMENT:			
General risk assessment applicable to all booked schools' visits to the Museum including facilitated activities such as object handling, trails and craft activities.			

In line with University Policy statement (S5/08 - <http://www.admin.ox.ac.uk/safety/policy-statements/s5-08/>), identify all hazards associated with the activity, the individuals who might be harmed (both University and non-University personnel) and the known existing controls. Then assess the resulting risk in relation to the following system and identify what, if any, further actions are required.

RISK MATRIX		LIKELIHOOD			
		High (4)	Medium (3)	Low (2)	Remote (1)
CONSEQUENCES	Severe (D)	High	High	Medium	Low
	Moderate (C)	High	Medium	Medium / Low	Effectively Zero
	Insignificant (B)	Medium / Low	Low	Low	Effectively Zero
	Negligible (A)	Low	Effectively Zero	Effectively Zero	Effectively Zero

Further actions must be considered for those hazards with a resulting Med/High risk and these should be summarised in the table below.

LOCATION	HAZARD (Cause and consequences)	AFFECTED GROUPS	EXISTING CONTROLS (If any in place)	RISK	FURTHER ACTION (If necessary)
Entrance, stairs, galleries	Slips, trips and falls on steps on entrance, stairs and galleries	All members of the group	Stairs kept clear Verbal warning about stairs during introduction First aiders on site	C2	
Disabled lift to basement level	Malfunction of disabled lift could result in passenger becoming trapped in lift, causing a child distress.	Wheelchair users	Children to be accompanied by an adult at all times when using lift (school should plan an adult to be available to do this). Access to lift controlled by Museum (key needed to operate). Museum officer to meet users at basement level and confirm safe arrival.	C1	
Toilets	Child becomes lost from group Safeguarding – public use of toilets	Children	Adult from school to accompany children to toilets. When museum is open to the general public these toilets are closed to the public (access via museum swipe card)	C1	
Galleries	Members of the public (tourists) photograph	Children	Adults to report to education officer any	C1	

	children without permission		unauthorised photography.		
Galleries	Scratches, punctures, other injuries due to handling objects.	Children	Handling objects checked by staff before session. Handling procedures explained. Close supervision of heavy objects.	C1	
Galleries	Cuts and punctures through cutting tools used in making activities	Children	Provide child-appropriate scissors and tools	C1	
Internal staircase	Slips, trips falls	Children and adults	Session leader to remind all children at start of session to ascend /descend in single file and hold on to bannister or handrail, if within reach. No running allowed. First Aider to be contactable at all times by session leader.	C2	
Galleries	Unfamiliarity with fire exits resulting in delayed evacuation of building	Children and adults	Session leader to brief teachers at start of session on location of exits, alarm sound and meeting point.	D1	
Galleries	Overcrowding around cabinets and displays resulting in damage	Children and adults	Session leader to raise awareness and manage space	C1	
Galleries	Ingestion of paint, glue or other potentially hazardous substance where applicable	Children	Ensure substances used are non-toxic. Raise awareness in case of potential hazard.	C2	

Volunteers	Accidents arising through lack awareness by volunteers of above hazards	All participants	Brief volunteers regarding hazards in the museum and activities	C2	
Volunteers	Inappropriate interactions, inadvertently or otherwise, between volunteers and children or adults	Children and adults	Volunteers registered and properly briefed about interactions with children Ensure volunteers are not left alone with children Volunteers supervised by DBS checked member of staff	C2	
Volunteers and staff	Disclosure against volunteer or member of staff	Staff and volunteers	Identify safeguarding lead and disclosure procedure	C1	
Photography by staff or volunteers	Intrusive photography	Children and adults	Ensure permission is sought from teachers and those being photographed. Privacy notice provided before use of digital recording. Ensure guidance is in place for volunteers with regard to use of personal devices	C2	
Personal data	Public access to sensitive data	All participants	Ensure appropriate protection of sensitive data e.g. sign-up sheets for mailing lists or photo-permission forms during event, and storage in secure lockable unit for long term storage	C2	

			Issue appropriate privacy notices in keeping with GDPR		
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SAFEGUARDING OF CHILDREN AND ADULTS AT RISK:

The Designated Safeguarding Lead (DSL) for this activity is the Education Officer responsible for leading this activity.

For information about the University's Safeguarding Code of Practice and who to contact in the event of a concern, follow the link to

<https://www.admin.ox.ac.uk/personnel/cops/safeguarding/>