GLAM Activity/Area - Risk Assessment					
k Assessi Andrew McLellan	Area / Department	Pitt Rivers Museum, GLAM	Ref No:	reference number	
	Signature	A McLellan	Date:	Jun-24	
Summary description of tasks to be undertaken:	Risk assessment for formal educ	ation group visits to the Pitt Rivers Muse	eum (predominan	tly schools but can include university and other educational groups)	

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)

Accident incidents and read of the control of the properties of th	Ref	Identify Hazard	Those at risk.	Current Control Measures Evaluate Risk Additional Control Measures)			Re-Evaluate Risk						
The count field before the form of the for													
Subdest sporting bodders and storm control for the control of the		Hazards		If Current Risk Rating is above 5 then look to identify & implement Additional Control				Current Risk Rating If the Final Risk Rating is above 5 then find futher control Control Measures		Final Risk Rating			
Childhow, puor possipi and adultis could be injuncted or an anamom of 50 inablests read that is not all the control of a light the registered or an anamom of 50 inablests registered or an anamom of 10 inablests registered or an anamom of 10 inablests registered or an anamom or anamom or an anamom or anamom or an anamom or anamom or an anamom or					L	s	R		L	s	R		
Sufeguarding c Protection of children and valverable adults volunteers are briefled on the Museum's safeguarding policy and are able to identify in the case of a safeguarding concern. It is the role of the Activity Lead observation, any convisional facilities (as figured in the Color of t	1			maximum of 10 students under the age of 12 is required. Older students may be supervised by fever adults at the discretion of the public engagement staff. All groups are met by Gallery or Learning staff and before the visit commences they are given a safety briefing which covers: 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 policy. Tacehers are advised to supenvise children in the grounds outside the Museums at all times and alerted to the presence of the car park and possibility of moving vehicles. When using plastic tubs to store school begs and coats teachers are advised to allow small groups up at a time to do so in order to avid overcrowding and risk of tripring. A suitable number of fully trained first aiders can provide emergency cover 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. All children and adults are briefed on how to handle objects carefully so as not to	2	2	4		1	2	2		
Electrical equipment a, b, c, d,e Risk of electric shock Portable electrical equipment by a competent electrical contractor. Portable electrical equipment by the standard personnel. Only authorise persons are allowed to work with electrical equipment in the Museum. Learning staff are personnel. Only authorise persons are allowed to work with electrical equipment in the Museum. Learning staff are personnels for seeking PAT testing from a qualified tester nany additional electrical apparatus bought into the museum. By alliding is maintained in good condition or all stairs and flooring is regularly into the flooring is regularly into the flooring is regularly into the discussion of all stairs and flooring is regularly into the discussion of all stairs are flooring is regularly into the discussion of all stairs are flooring is regularly into the discussion of all stairs are flooring is regularly into the discussion of all stairs are flooring is regularly into the discussion of all stairs are flooring is required to all stairs. The edge of all the stairs are clearly indicated. Low lighting levels in the Museum requires extra care for cluddes they are advised to go in single file, on the left and they can use the handrall. Where possible all glass in Museum cases is either laminated safety glass or safety filmed. Areas will be barriered off when work is carried out during opening hours. For a more detailed building risk assessment see PRM.RA.033 A copy of this RA will be available to all groups on request and via the Museum website Big Competition of the discussion	2	Safeguarding	c Protection of children and vulnerable adults	volunters are briefed on the Museum's safeguarding policy and are able to identify their Activity Lead sed as safeguarding concern, it is the role of the Activity Lead to determine the next step which is likely to retail noting down all relevant details (e.g. factual observations, any conversations that were had, the place and date of the incident) and contacting the GLAM Safeguarding Officers Melanie Rowntree (melanie rowntree@prm.ox.ac.uk) or Fernando Calzada (Fernando.calzada@prm.ox.ac.uk) as soon as possible. If the incident involves a member of the University (member of staff, student or voluntere), this must be noted in the correspondence and sent the same day. 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 99 or 101 and the GLAM Safeguarding Officers informed. On a self-guided visit if there is a safeguarding concern then this can be brought to the attention of the Duty Manager or the GLAM Safeguarding Officers can be contacted directly. Melanie Rowntree (melanie: rowntree@prm.ox.ac.uk) or Fernando Calzada (fernando.calzada@prm.ox.ac.uk)	1	4	4		1	4	4		
Risk of trip or fall cauding injury accidents or shock on all stars. The edge of all the stars are clearly indicated. Low lighting levels in the Museum requires extra care on stairs when entering from the Museum of Natural History. Good lighting in other task the stars to the upper floors. If taught school groups are tasken upstairs by Public Engagement staff or Guides they are advised to go in single file, on the left and they can use the handral. Whene possible all glass in Museum cases is either taminated safety glass or safety filmed. Areas will be barriered off when work is carried out during opening hours. For a more detailed building risk assessment see PRM.RA.033 A copy of this RA will be available to all groups on request and via the Museum website	3	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 PAT testing from a qualified tester	1	2	2		1	2	2		
		The building		regularly checked by the Gallery staff and reported as necessary. Hand rails are fitted on all stairs. The edge of all the stairs are clearly indicated. Low lighting levels in the Museum requires extra care on stairs when entering from the Museum of Natural History. Good lighting in orther circulation spaces such as the stairs to the upper floors. If taught school groups are taken upstairs by Public Engagement staff or Guides they are advised to go in single file, on the left and they can use the handrail. Where possible all glass in Museum cases is either laminated safety glass or safety filmed. Areas will be barriered off when work is carried out during opening hours. For a more detailed building risk assessment see PRM.RA.03	2	2	4	Visitor Experience staff to give extra supervision to ensure control measures are fully implemented.	1	2	2		
Approved and Signed by the Line Approved and Signed by the Line Print name and date Andrew McLellan June 2024	Approve	ed and Signed by the Line		Brist same and data	Andre	w McI		June 2024			0		

Review Record 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 Signed A McLellan A McLellan

Ris	k Assessment 2017	Likelihood						
	Matrix	5. Almost Certain	4. Likely	3. Possible	2. Unlikely	1. Rare		
	5. Catastrophic	25	20	15	10	5		
 	4. Severe	20	16	12	8	4		
Severity	3. Moderate	15	12	9	6	3		
Š	2. Minor	10	8	6	4	2		
	1. Insignificant	5	4	3	2	1		

Risk Factors

Severity

- Insignificant Trivial injury or harm requiring no / minimal intervention or treatment
- 2. Minor Minor injury / illness requiring minor intervention or treatment with no time off work or interruption to normal work duties
- Moderate Injury leading to lost work time (equal to or greater than one day), or interruption to normal work duties or occupational illness without lost work time
- **4. Severe** Severe injury / illness
- Catastrophic Fatality(s) or injury / illness leading to long tern incapacity / disability

Risk Factors Likelihood

- 1. Rare Freak event and happens only under extreme circumstances
- Unlikely Not expected to happen and happens due to the unforeseeable sequence of events
- **3. Possible** Could possibly happen and it is reasonably foreseeable under normal circumstances
- Likely Could easily happen and is probable under normal circumstances
- Almost Certain Common occurrence. Often happens and is expected to happen

Score	Priority	Action to be taken
1 to 4	LOW	Low risk identified - Control measures to be adopted and modified

5 to 10	MEDIUM	Medium risk identified - Ensure that the risk assessment is reviewed. Further control may be necessary
12 to 25	HIGH	High risk identified - Stop. Re-evaluate risk assessment and develop/determine greater control measures

Those at Risk - By Type				
а	Employees.			
b	Others - (e.g. general public).			
С	Young Persons - (those under 18 years of age).			
d	New or Expectant mothers.			
е	Contractors /Maintenance - (Either internal or external).			
f	Child - (Anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils reach the MSLA in the school year in which they turn 16).			