



# Stroud District Council RISK ASSESSMENT CHECKLIST

**SERVICE** Culture      **SECTION:** Museum in the Park      **WORKPLACE:** School Visits to The Museum in the Park, Stratford Park, Stroud.  
**AUDITED BY:** Hellen O'Connor      **DATE:** 03/01/15

1. What are the hazards? (investigate by observation; interview and research. Don't forget long term hazards)	2. Who might be harmed and how? (think about members of the public, contractors and vulnerable groups)	3. What are you already doing? (do existing controls make harm less likely/serious)	4. What further action is necessary? (risks must be controlled "so far as is reasonably practicable")	5. How will you put the assessment into action?		
				Action by whom	Action when	Done
Personal injury through slips, trips and falls	Members of the public	<p>Good standard of house keeping.</p> <p>Regular inspections of outside paths, steps and walkways.</p> <p>First Aid boxes kept on site.</p> <p>Warning is given by museum staff to pupils and staff in areas where floors (inside and out), are uneven.</p> <p>All Front of House staff have radio contact with each other.</p> <p>All activities supervised by teachers and / or helpers.</p> <p>CCTV cameras in operation around Museum.</p>	<p>Learning Programmes Officer and Duty Manager need to asses activities on day. If weather is poor / too hot and would increase likelihood of hazard, then activity should be moved elsewhere or canceled.</p> <p>Museum and School staff should ensure appropriate behaviour of pupils ie running in museum galleries should be discouraged.</p>			

<p>Playground games in area in front of Museum Gates. Injury through slips, trips and falls. Attack by dogs and traffic problems</p>	<p>Members of the Public</p>	<p>Area monitored by CCTV.</p> <p>DM checks the area upon opening up and this is further checked through the day.</p> <p>Area is well maintained and all surface areas are even.</p> <p>All activities are child age appropriate and are supervised by staff, teachers and helpers.</p> <p>Speed limits are set within the Park. The area in front of the museum is a turning area and is only used by disabled, contractors and emergency services. Traffic is slow, visibility good and usage by vehicles is low (access to this area is via a controlled barrier).</p> <p>Incidences with dogs is very low within the Park and problem dogs are monitored by the Ground Staff. Pupils are monitored at all times by adults.</p> <p>First aid boxes maintained on site.</p>	<p>Museum staff need to monitor and act on information from the Ground Service Team about any problem dogs.</p> <p>In an emergency all activity in front of the museum gates will be stopped by museum staff – DM to action this as part of the emergency procedures.</p>			
<p>Use of hot water in Learning Gallery and lavatories.</p>	<p>Members of the public</p>	<p>Signs above each tap warning of hot water.</p> <p>All activities supervised by teachers and / or helpers.</p>	<p>Adult supervision of children should take place whenever access to water is required.</p>			

<p>Injury caused by Museum exhibits and / or handling activity.</p>	<p>Members of the public</p>	<p>All Museum displays, whether temporary or permanent, are regularly inspected by Museum staff to ensure H&amp;S standards are maintained.</p> <p>All activities supervised by teachers and / or helpers.</p> <p>First Aid boxes kept on site.</p> <p>All Front of House staff have radio contact with each other.</p> <p>CCTV cameras in operation around Museum.</p>	<p>Museum and School staff should ensure appropriate behaviour of pupils ie running in museum galleries should be discouraged.</p> <p>Adult supervision of pupils at all times. Learning Programmes Officer should review programme with school and arrange for extra staffing as required.</p>			
<p>Abduction and / or assault (physical / verbal)</p>	<p>Members of the public</p>	<p>On site emergency procedures in place</p> <p>On site child and vulnerable adult protection procedures in place.</p> <p>All Museum staff and Volunteers CRB checked.</p> <p>All activities supervised by teachers and / or helpers.</p>	<p>Adult supervision of pupils at all times. Learning Programmes Officer should review programme with school and arrange for extra staffing as required.</p> <p>Museum and school staff should be aware of other users of the Museum site and ensure appropriate behaviour of pupils</p>			

<p>In the Walled Garden: Personal injury through slips, trips and falls</p>	<p>Members of the public</p>	<p>Warning is given by museum staff to pupils and staff in areas where ground is uneven. Care should be taken on the old stone steps at the ornate gate entrance.</p> <p>All Front of House staff have radio contact with each other and with Museum staff in the garden and the Pavilion.</p> <p>All activities supervised by teachers and / or helpers.</p> <p>First Aid boxes kept on site at Museum reception.</p>	<p>Learning Programmes Officer and Duty Manager need to assess activities on day. If weather is very poor and would increase likelihood of hazard, then activity should be moved elsewhere or canceled.</p> <p>Museum and School staff should ensure appropriate behaviour of pupils ie running in garden should be discouraged.</p> <p>Areas where work is taking place ,or materials stacked, will be roped off with 'hazard' tape.</p>			
<p>Use of the Learning Pavilion – sliding doors. Risk of trapped fingers or toes. Risk of walking into large glass windows</p>	<p>Members of the public/groups.</p>	<p>Only the Museum Learning Officer or other Museum staff will operate the sliding doors and blinds, in observance of safety measures. The plate glass windows are all marked with safety manifestations.</p>	<p>Museum staff will emphasise safety: no running, and sliding doors to be operated by Museum staff only. The Pavilion has an automatic ventilation system – no need to open and close doors .</p>			