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| Site Location | Salisbury Museum | Date of last assessment | March 2023 | Date of new assessment | March 2024 |
| Activity/Situation | School Sessions at Salisbury Museum | | | | |
| Person responsible on the day | Learning Officer | Other adults with responsibility | School Staff, Museum Staff. | | |
| No. of participants and age range | Variable. Museum must be informed before the visit. | | | | |

How To Use This Form

1. Identify potential hazards (e.g. walking on roads, sunburn, getting lost, falling in trench, injury from use of sharp tools) in column 1.
2. Identify those at risk from the hazards (e.g. young people, leaders, other adults) in column 2.
3. Identify potential outcome and its likelihood and give each a numerical value (columns 3 & 4)
4. Multiply your two values together to arrive at your risk rating for column 5. In column 6 note whether the risk is L/M/H.
5. Where the risk is medium or high, identify the action(s) required to reduce the risk in column 7. Try to reduce the likelihood of the hazard causing harm first, as it will not always be possible to reduce the severity of the potential outcome.
6. Show your new risk rating in column 8, and write out your safety briefings on page 3 of this form.

| Potential Outcome | Numerical Value |
|-----------------------------------|-----------------|
| Minor injury | 1 |
| Injury needing medical attention | 2 |
| Injury – off work/school 5 days | 3 |
| Serious injury/long-term sickness | 4 |
| Fatality | 5 |

| Likelihood/ Probability | Numerical Value | Risk Rating | |
|----------------------------|-----------------|-------------|------------|
| | | L-5 | Low (L) |
| Unlikely | 1 | 6-11 | Medium (M) |
| Low possibility | 2 | 12+ | High (H) |
| Possible | 3 | | |
| Probable | 4 | | |
| Near certainty | 5 | | |

| Hazards Identified Note: Any serious and imminent danger will need a procedure | Potential Outcome | Likelihood/ Probability | Risk Rating (numerical) | Risk L/M/H | Preventative Measures to be Taken. |
|-----------------------------------------------------------------------------------|-------------------|-------------------------|-------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tripping Hazards | 3 | 1 | 3 | L | <ul style="list-style-type: none"> • Store equipment and boxes etc. behind tables. • Keep rooms tidy. • Promote a calm working atmosphere to avoid running. |
| Lifting or pushing heavy/awkward objects e.g. carry boxes | 3 | 1 | 3 | L | <ul style="list-style-type: none"> • Any heavy movement will be managed and overseen by museum staff. • Handling collection and equipment carried in boxes of a reasonable size for lifting • Trolley to be used for carrying distances |
| Injuries caused by cuts | 2 | 1 | 3 | L | <ul style="list-style-type: none"> • Handling objects are chosen so as to be child friendly • Handling process to be clearly explained before children come into contact with objects • Dynamic risk assessment carried out when potentially hazardous objects could be shown e.g. sharp flint. |
| Injuries from handling objects | 2 | 1 | 2 | L | <ul style="list-style-type: none"> • Training provided as part of session by museum staff on how to handle objects. |
| Accusations of inappropriate behaviour made by children regarding museum staff | 3 | 1 | 3 | L | <ul style="list-style-type: none"> • Museum Staff will not be left to work alone with children - there will always be a member of school staff present. • This must include guiding children through the building to the toilets |
| Injury from electrical, chemical or water equipment | 2 | 0 | 0 | L | <ul style="list-style-type: none"> • Museum only allows public into safe areas of museum. Should any incident arise resulting in an unsafe environment then appropriate area will be barred to the public. |
| Allergy reaction e.g. fur and feathers | 3 | 1 | 3 | L | <ul style="list-style-type: none"> • Museum staff to check with school on potential risk of children coming into contact with these and this child/children to be managed appropriately by the school. |
| Medical conditions | 5 | 1 | 5 | L | <ul style="list-style-type: none"> • School to inform museum staff of any medical conditions of staff or children where appropriate • Normal school emergency procedure to be followed. |
| Damage caused child to child by inappropriate use of handling collection. | 2 | 1 | 2 | L | <ul style="list-style-type: none"> • School staff to manage children as usual. • Museum staff not to be held responsible for children's behaviour. |
| Museum Locations – | | | | | <ul style="list-style-type: none"> • A pre visit is highly recommended for school staff to see the location and prepare their movements around this very old building. |

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| Front Door – very old heavy door. | 2 | 1 | 2 | L | <ul style="list-style-type: none"> • School instructed that an adult needs to operate the door to avoid any crushing |
| Shop – display stands etc. | 2 | 1 | 2 | L | <ul style="list-style-type: none"> • Ensure that groups enter in an orderly manner to prevent tripping. |
| Back corridor – possible slips | 2 | 1 | 2 | L | <ul style="list-style-type: none"> • When very wet, quarry tiles become slippery. Signs to alert public. |
| Door to garden – possible crush | 2 | 1 | 2 | L | <p>Can slam in windy weather if not hooked back.</p> <ul style="list-style-type: none"> • Warning notice on door. |

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| Garden – gate from museum garden to driveway and exterior of grounds open Risk of children wandering , including driveway, and land leading to River Avon | 3 | 1 | 3 | L | <ul style="list-style-type: none"> • Warning to adults and children on arrival. Children to be supervised by accompanying adults in the garden area. |
| Galleries – general Potential trip or bump hazards around displays, also rough edges to objects. | 1 | 1 | 1 | L | <ul style="list-style-type: none"> • Pre-briefing to children and supervising adults; for children to walk (no running) and for adults to ensure close supervision of their charges. |
| Toilet – Under the stairs next to Wessex Gallery | 1 | 1 | 1 | L | <ul style="list-style-type: none"> • Single toilet available for 2023 during building work. • School staff should supervise children going into the toilet, ensuring they understand not to get themselves locked in the toilet and letting other museum visitors know that the toilet is engaged. • NOTE – A disabled access toilet is not available during the building work in 2023. The nearest is in the Cathedral Refectory. |