



# Risk Assessment

Activity / Event : Hazards in Ipswich Museum	Date Reassessed: 9 <sup>th</sup> February 2016	Location: Ipswich Museum
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Assessor's Name: Gavin Kent / Philip Wise	Assessment Ref. No.:	Assessor's Signature: <i>Philip J. Wise</i>
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High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) - May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1-3) – Risk may be acceptable, but consider possible low cost improvements.
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Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual Risk Level		
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)
Outbreak of fire	N	Potential for burns, entrapment, smoke inhalation and death.	1	4	4	Fire Alarm system tested weekly and result recorded with each call point tested on rotation. Physical fire precautions in place (emergency exits, extinguishers etc.). Visual inspections throughout the day by Visitor Services staff to ensure fire exits are clear and fire extinguishers are in place. Maximum limits on visitor numbers. Fire Risk Assessment.	1	2	2	Y	Review of disabled persons to be helped out by Visitor Services staff (if needed). Fire Risk Assessment reviewed regularly.	1	2	2
Steps / uneven flooring / wet floors	N	Staff and public stumbling or falling causing possible personal injury	2	2	4	Signage about uneven floors, visible strips, contrasting colours and handrails / signage	1	2	2	Y	Public prohibited from taking food and drink around the Museum, and warning signs put in place in case of spillages or wet floors due to rain.	1	1	2
Stairs	N	Staff and public falling causing possible personal injury	2	2	4	Nosings on staircases with contrasting colours and handrails	1	2	2	Y	N/A	2	2	4
Balcony	N	Public: very small children leaning though gaps between railings with possible entrapment or fall, or older children climbing over with possible fall	1	4	4	Staff to warn parents to keep children away from railings	1	2	2	Y	Staff being vigilant.	1	2	2
Members of the public straying into unauthorised areas.	N	Potential for injury with falls etc. into the furniture and or display cases.	1	2	2	Staff doors kept locked and marked, rope barriers and alarms in some of the areas with signage to warn the public.	1	2	2	Y	Staff to be vigilant when patrolling and parents to control their children.	1	2	2

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Clear glass display cases	N	Public and children running into / or falling through glass display cases with possible knocks, bruises / cuts	1	3	3	Protective clear film on most display cases (as required) and Visitor Services to check behaviour.	1	2	2	Y	N/A	1	2	2
Electric Sockets	Y	Children putting things into the sockets with risk of electrocution	1	4	4	Protective covers over sockets Visitor Services staff to be vigilant	1	1	1	Y	N/A	1	1	1
Hot water being used in the public toilets	Y	Staff and public with risk of scalds	1	3	3	Signage	1	2	2	Y	N/A	1	2	2
Overcrowding	Y	Fainting, panic attacks, trips, falls and crushes.	1	3	3	Maximum limit on visitor numbers at any time (300). Staff to monitor and control entry if necessary.	1	2	2	Y	Museum staff to ensure that room gangways and entry and exits are kept clear.	1	2	2
Contractors carrying out work in the Museum	N	May cause injury to the public and staff	1	2	2	Issue control measures to contractors with their manager responsible, with all work areas segregated where possible to prevent public coming in to contact with the contractor's work.	1	2	2	Y	Staff to monitor to make sure public do not enter areas where the contacts are working.  Contractor's own risk assessments.	1	2	2
Accident or ill health.	N	Staff and public.	2	4	8	Trained first aiders available. Accident and incident reporting book and online recording.	2	2	4	Y	N/A	2	2	4
Plugged-in Electrical Appliances	N	Staff and public, fire, trips, electric shocks and burns from electric heaters	1	3	3	Appliances tested. Positioned away from access routes. Used only as necessary.	1	2	2	Y	Staff to keep an eye on appliances and to warn the public if they are too close to them	1	2	2
Radiators	N	Staff and public, burns ( if touched)	1	2	2	Radiators not on all the time and when on, kept at correct temperature.	1	1	1	Y	Staff to warn parents / carers if they see children too close to them.	1	1	1
Threats, violence and verbal abuse by members of the public.	N	staff and public may be alarmed or injured	1	3	3	Procedures in place with staff helping each other where needed and ability to warn the rest of the staff by radio. Reporting procedure also in place.	1	3	3	Y	Staff to monitor front entrance for potentially disruptive individuals.  Police to be called if needed.	1	2	2

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Being trapped in lift	N	Public and staff, panic attack / stress	1	2	4	Lift serviced regularly Emergency phone in lift to call reception	1	1	2		Lift contractors called to release trapped person. If the person trapped cannot wait until contractors can get here then the Fire Service to be called	1	1	2
Potentially dangerous bags and items being left by the public.	N	The potential of major injury to staff and members of the public including death	1	4	4	Members of the staff trained to be aware of any unattended bags or items Written Left Luggage Procedure in place	1	2	2	Y	Police to be called if needed	1	2	2
Power cuts in building after dark	N	Staff and public stumbling or falling causing possible personal injury	1	3	3	Emergency lighting activated	1	1	1	Y	N/A	1	1	1
Members of the public being locked in at closing time.	Y	Members of the public being locked in after dark the potential of injury to themselves and damage to the Museum collections.	1	2	2	Visitor Services to check the Museum at the end of the day to make sure that all the public has left the building.	1	1	1	Y	N/A	1	1	1

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