

COMMUNITY SERVICES RISK ASSESSMENT FORM

Service: Colchester and Ipswich Museum Service	Assessment Date: September 2015	Review Date: September 2018
Location: Colchester Castle Museum	Assessment by: Pippa Pickles	Signature: Pippa Pickles

(a) Hazards Identified	(b) Risks Arising from Hazards	(c) Persons at Risk	(d) Risk Priority Rating R x P x S = RPR				(f) Existing Controls, Procedures and Arrangements	(g) Are Existing Controls Adequate?	(h) What Additional Controls, Procedures, Arrangements are Required?	(i) Target Date	(j) Date Completed
			R i s k	P r o b	S e v e r	RPR					
Fire and emergency.	Injury	Staff. Visitors. Contractors.	1	1	3	3	Fire alarm on site. Fire extinguishers on site. Evacuation procedure in place. Staff training in evacuations.	Yes	None		
Use of cleaning materials	Skin reactions/poisoning.	Staff.	1	1	2	2	Cleaning materials kept in locked cupboard. PPE available	Yes	None		
General portage	Injury.	Staff.	1	1	2	2	Training provided for lifting/moving goods	Yes	None		
Assault	Injury.	Staff. Visitors. Contractors.	1	1	2	2	Radio and telephone contact. Minimum staffing levels maintained.	Yes	None		
Tours of vaults, N.W and Great Stairs, roof and castle environs.	Injury	Staff. Visitors.	1	1	2	2	Tour groups are led by trained guides and educators who issue safety instructions where appropriate. School groups have in addition sufficient numbers of teachers and adult helpers present	Yes	None		
Use of school activity equipment	Injury.	School children and their supervisors.	1	1	1	1	Pre visit information provided for group leaders. Printed instructions provided. Groups supervised	Yes	Keep under review		

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							by teacher and group helpers				
Craft activities and attendance at events	Injury	Visitors, Staff	1	1	2	2	Supervision by trained staff and educators. Specific risk assessments produced by Education Office	Yes	None		
Raising or lowering flag on roof	Injury from falling.	Staff.	1	1	2	2	Two staff at all times when using ladder. Radio to be carried. Instructions issued not to step onto roof	Yes	None		

Risk Priority Rating:
 Low = 1
 Medium = 2
 High = 3
 A combined rating is the lower score plus one half
 eg Low/Medium = 1.5
 Medium/High = 2.5

ie Low x Low/Medium x High = High
 1 x 1.5 x 3 = 4.5