

(1) Activity	Collections quiz				Risk assessment carried out by?	Laura Dyke – Schools Services Officer	Date	December 2011	Reference	
									LD17	
(2) Task	(3) Hazard	(4) People	(5) Controls		(6) Residual Risk			(7) Action		
What is the Task? (list the Main Tasks, Break down the Activity)	What are the Hazards?	Tick ✓ who is possibly at risk?	What control measures are already in place?	Implemented & Maintained By Who?	S (Severity) x L (Likelihood) = R (Risk)			Risk Rating V L L M H	What further actions/controls are needed?	By who? By when?
					(S) 1-5	(L) 1-5	(R) 1-25			
Collections quiz – be a history detective. Location: The building from Lavant (map ref. 32).	Handling artefacts including some with sharp edges or points. Crushed or bruised fingers or toes from handling heavy objects.	OPERATOR	Museum 'Important Information for Group Leaders' issued with booking.	Museum staff and workshop leaders.	2	3	6	L	Vigilance required from all adults within the group. It is recommended that one adult 'floats' to be an extra pair of eyes and to repeat warnings.	Museum staff and workshop leaders.
		<input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s)								
		TEAM	Safety briefing at start of session.							
		<input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) <input checked="" type="checkbox"/> Child > 12 < 18	Children are constantly supervised at all times by an adult.		2	3	6	L		
		BYSTANDER	First aider on site at all times.							
		<input type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input type="checkbox"/> Tutor(s) <input type="checkbox"/> Site Guest(s) <input type="checkbox"/> Child > 12 < 18 <input type="checkbox"/> Child < 12 <input type="checkbox"/> Pregnant <input type="checkbox"/> Disabled <input type="checkbox"/> Non English <input type="checkbox"/> Elderly > 70	Regular checks for condition of artefacts.							
		VISITOR								
		<input type="checkbox"/> General Public <input type="checkbox"/> Child > 12 < 18 <input type="checkbox"/> Child < 12 <input type="checkbox"/> Pregnant <input type="checkbox"/> Disabled <input type="checkbox"/> Non English <input type="checkbox"/> Elderly > 70								
		Estimated No of People Involved								
		15 max								

Reviewed By	Date	Reviewed By	Date	Reviewed By	Date

Very Low (VL)					Low (L)				Medium (M)		High(H)			
1	2	3	4	5	6	8	9	10	12		15	16	20	25
Trivial					Tolerable				Moderate with Review		Substantial – Stop work/ Implement controls			

Severity	
1	Trivial (eg discomfort, slight bruising, self help recovery or no business interruption)
2	Minor (eg small cut, abrasion, basic first aid needed or minor downtime of activity)
3	Moderate (eg sprain, strain, incapacitation, hospital/doctor visit > 3 days or down time of activity > 3 days)
4	Serious (eg fracture, hospitalization >24hrs, incapacitated >4 wks or down time of activity for > 4 weeks)
5	Fatal (single or multiple death or Improvement or Prohibition Notice issued)

X

Likelihood	
1	Remote (no record of an injury, activity rarely takes place, no possible contact)
2	Unlikely (occurs rarely if ever, activity takes place annually or bi annually, unlikely contact)
3	Possible (could occur, but uncommon, activity takes place monthly, possible contact)
4	Likely (recurrent but not frequent, activity takes place weekly, minimum supervision, likely contact)
5	Very Likely (occurs frequently, activity takes place daily, no supervision, no guarding, no PPE, open hazard)

