

(1) Activity	Guided tour	Risk assessment carried out by?	Laura Dyke – Schools Services Officer	Date	December 2011	Reference								
						LD21								
(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 VL L M H	What further actions/controls are needed?	By who? By when?				
					(S) 1-5	(L) 1-5	(R) 1-25							
Guided tours of the site. Sometimes with a particular theme.  KSI-4.  Location: Site. Meet at location written on confirmation letter.	Slip / trip on uneven surfaces underfoot, both in the buildings and out on site, including staircases.  Climbing on walls / machinery.  Livestock contamination.  Open fires in some buildings. Burns and / or smoke inhalation.  Low ceilings – could bang heads.  Misunderstanding when there is a language barrier.	<b>OPERATOR</b> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s)	Museum 'Important Information for Group Leaders' document issued with booking.  Safety briefing at start of session.  Children are constantly supervised by an adult at all times.  First aider on site at all times.  Hand washing facilities available at three locations on site.  Leader of tour can speak pupils' language.	Museum staff and workshop leaders.	2	3	6	L	Identify children that are unlikely to follow safety instructions and ensure accompanying adults take charge of them.	Museum staff and workshop leaders.				
		<b>TEAM</b> <input checked="" type="checkbox"/> Employee(s) <input type="checkbox"/> Contractor(s) <input checked="" type="checkbox"/> Tutor(s) <input checked="" type="checkbox"/> Child > 12 < 18									2	1	2	VL
		<b>BYSTANDER</b> <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												
		<b>VISITOR</b> <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			3	3	9	L						
		<b>Estimated No of People Involved</b> 15 max									4	2	8	L

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

X

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

