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| Equipment / Activity / Area being assessed | Museum General Risk Assessment | Risk Assessment No | O&T 001 - Family, School, Group Visits - General Risk Assessment |
| Location | Eureka! Museum, Gallery Areas and public Facilities | COSHH assessment | Separate Assessments |
| Who is exposed? | Family Visits, School Visits, Group Visits | | |
| Date of assessment | 7 th November 2018 Updated 18 th March 2019 by Rachel Skinner | | |
| Assessor's name and job title | Keith Grant, Facilities Manager Rachel Skinner, Head of Visitor Services | | |

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| Risk = Likelihood of injury x Severity of injury | R = L x S | Low risk = 0 – 6 | Medium risk = 7 - 12 | High risk = 13 - 25 |
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| | | S = Severity of injury | | | | | |
|---------------------------------|-----------------------------|---------------------------------|------------------------------------|--|--------------------------------------|------------------------------------|---|
| | | No injury or illness (0) | Minor injury or illness (1) | First aid injury or illness (2) | “3 day” injury or illness (3) | Major injury or illness (4) | Fatality, disabling injury, etc. (5) |
| L = Likelihood of injury | Zero to very low (0) | 0 = Low | 0 = Low | 0 = Low | 0 = Low | 0 = Low | 0 = Low |
| | Very unlikely (1) | 0 = Low | 1 = Low | 2 = Low | 3 = Low | 4 = Low | 5 = Low |
| | Unlikely (2) | 0 = Low | 2 = Low | 4 = Low | 6 = Low | 8 = Medium | 10 = Medium |
| | Likely (3) | 0 = Low | 3 = Low | 6 = Low | 9 = Medium | 12 = Medium | 15 = High |
| | Very likely (4) | 0 = Low | 4 = Low | 8 = Medium | 12 = Medium | 16 = High | 20 = High |
| Almost certain (5) | 0 = Low | 5 = Low | 10 = Medium | 15 = High | 20 = High | 25 = High | |

| Hazard | Control Measures already in place to control the risk | What additional Control Measures are required? | Risk rating (High, Medium, Low) | Completed/ Escalated to: |
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| 1 | Utilising the gallery space - Slips, trips and falls & finger Traps | <p>The building and exhibits are designed to minimise risk of injury from slips, trips, falls and finger traps. All elements of the museum are constantly monitored and modified to meet current safety standards.</p> <p>EUREKA! actively promotes that all children must be supervised by an adult at all times. We act on any reported cases of children not supervised whilst visiting.</p> | Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy. | L = 3 S = 2 R = 6 Low | Keith Grant/Rachel Skinner/Duty Manager |
| 2 | Utilising the gallery space – Banging head on exhibits or when viewing through exhibits e.g. portholes. | <p>Appropriate care and supervision levels given from accompanying adults. Gallery inspections by technical team every morning to comply with cleanliness and maintenance standards. Any accidents reported and recorded. Any hazards clearly marked.</p> | Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy. | L = 3 S = 2 R = 6 Low | Keith Grant/Rachel Skinner/Duty Manager |
| 3 | Using drawers in museum – trapping fingers | <p>Care and supervision by accompanying adults. Gallery inspections by technical team every morning to comply with cleanliness and maintenance standards. Any accidents reported and recorded.</p> | Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy. | L = 3 S = 2 R = 6 Low | Keith Grant/Rachel Skinner/Duty Manager |
| 4 | Using the lift – Moving parts-trapping fingers in the lift doors or tracks. | <p>Children not permitted to use the lift during opening hours unless accompanied by an adult. Appropriate supervision levels from accompanying adults. Any accidents reported and recorded.</p> <p>EUREKA! actively promotes that all children must be supervised by an adult at all times. We act on any reported cases of children not supervised whilst visiting.</p> | Emergency button in lift, hazard tape around the door to show finger trap area and safe waiting area. | L = 2 S = 3 R = 6 Low | Keith Grant/Rachel Skinner/Duty Manager |

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| 5 | Using tables and chairs – Tripping on table/chair legs, trapping fingers | Staff training to be provided. Care and supervision by accompanying adults. Any accidents reported and recorded. | Eureka! has qualified first aiders on duty during opening hours and has a written accident and emergency procedure policy. | L = 3 S = 2 R = 6 Low | Keith Grant/Rachel Skinner/Duty Manager |
| 6 | Lost Children | Eureka! has a lost child policy and procedure in place. | See Separate policy | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 7 | Maintenance Activities | Maintenance activities are carried out in accordance with current regulations. A permit to work system is in place for all hazardous operations. Plant, pressure vessels and lifting equipment are serviced and inspected with current HSE legislation and insurance requirements. | All equipment and facilities are checked regularly to ensure they comply with safety regulations. | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 8 | Electrical Equipment | Electrical installation and portable appliance testing are carried out in accordance with current legislation. | NEW (18/03/19) No water activities to be performed in close contact to electrical equipment or sockets. | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 9 | Fire | Fire evacuations, drills and training are carried out in accordance with the Fire Risk Assessment and Fire Certificates. | See separate assessment | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 10 | CoSHH (Control of Substances Hazardous to Health) | CoSHH substances are actively assessed, monitored and controlled. | See separate assessments | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 11 | Workshops/Activities | Risk assessments are carried out for operations and activities as appropriate. | See separate assessments | N/A | Keith Grant/Rachel Skinner/Duty Manager |
| 12 | Public Liability, Employers Liability and Local Authority Licence | Eureka! is covered by public liability insurance, employer's liability insurance and is licensed by the local authority. | | N/A | Keith Grant/Rachel Skinner/Duty Manager |

Sign-off of risk assessment

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| Reviewed by Operations Team on: | 8 th November 2018 |
| Reviewed by Rachel Skinner and Keith Grant | 18 th March 2019 |
| Next Review date: | 17 th March 2020 |