

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 Updated 21 st May 2021 by Rachel Skinner Updated 6 th June 2022 by Rachel Skinner		
Assessor's name and job title	Keith Grant, Facilities Manager Rachel Skinner, Head of Visitor Services		

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	<p>Utilising the gallery space - Slips, trips and falls & finger Traps</p>	<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>Museum staff regularly patrol all public areas and keep floors clear and dry and free from any hazards</p> <p>For school and group visits, a safety talk before entering highlights that people should not run in the museum</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>	<p>Eureka! has qualified first aiders on duty during opening hours. All accidents and near misses are recorded and where relevant an incident report and investigation will take place.</p>	<p>L = 3 S = 2 R = 6 Low</p>	<p>Keith Grant/Rachel Skinner</p>
2	<p>Utilising the gallery space – Banging head on exhibits or when viewing through exhibits e.g. portholes.</p>	<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 hazards clearly marked.</p>	<p>Eureka! has qualified first aiders on duty during opening hours. All accidents and near misses are recorded and where relevant an incident report and investigation will take place.</p>	<p>L = 3 S = 2 R = 6 Low</p>	<p>Keith Grant/Rachel Skinner</p>
3	<p>Using drawers in museum – trapping fingers</p>	<p>Care and supervision by accompanying adults. Gallery inspections by technical team every morning to comply with cleanliness and maintenance standards.</p>	<p>Eureka! has qualified first aiders on duty during opening hours. All accidents and near misses are recorded and where relevant an incident report and investigation will take place.</p>	<p>L = 3 S = 2 R = 6 Low</p>	<p>Keith Grant/Rachel Skinner</p>

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.</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>	<p>Emergency button in lift, hazard tape around the door to show finger trap area and safe waiting area.</p> <p>All accidents and near misses are recorded and where relevant an incident report and investigation will take place.</p>	<p>L = 2 S = 3 R = 6 Low</p>	Keith Grant/Rachel Skinner
5	Using tables and chairs – Tripping on table/chair legs, trapping fingers	<p>Staff training to be provided. Care and supervision by accompanying adults.</p> <p>Any accidents reported and recorded.</p>	<p>Eureka! has qualified first aiders on duty during opening hours.</p> <p>All accidents and near misses are recorded and where relevant an incident report and investigation will take place.</p>	<p>L = 3 S = 2 R = 6 Low</p>	Keith Grant/Rachel Skinner
6	Lost Children	All museum staff are trained in our Lost Child Procedure	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.	N/A	Keith Grant/Rachel Skinner
7	Maintenance Activities	<p>Maintenance activities are carried out in accordance with current regulations. A permit to work system is in place for all hazardous operations and where possible, to be carried out when the museum is closed.</p> <p>Plant, pressure vessels and lifting equipment are serviced and inspected with current HSE legislation and insurance requirements.</p>	All equipment and facilities are checked regularly to ensure they comply with safety regulations.	N/A	Keith Grant/Rachel Skinner

8	Electrical Equipment	Electrical installation and portable appliance testing are carried out in accordance with current legislation.	No water activities to be performed in close contact to electrical equipment or sockets.	N/A	Keith Grant/Rachel Skinner
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
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
11	Workshops/Activities/Shows	Risk assessments are carried out for operations and activities as appropriate.	See separate assessments	N/A	Keith Grant/Rachel Skinner
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

Sign-off of risk assessment

Reviewed by Operations Team on:	8 th November 2018
Reviewed by Rachel Skinner and Keith Grant	18 th March 2019 21 st May 2021 6 th June 2022
Next Review date:	6 th June 2023