

| | | | |
|---|--|---------------------------|--|
| Equipment / Activity / Area being assessed | Museum General Risk Assessment | Risk Assessment No | EXH000 - 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 Updated 13 th July 2023 by Rachel Skinner Updated 24 th June 2024 by Rachel Skinner | | |
| Assessor's name and job title | 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**

| | | 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: |
|---------------|--|---|--|---------------------------------|
|---------------|--|---|--|---------------------------------|

| | | | | | |
|---|---|---|---|---|-----------------|
| 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. Finger safe seals are attached to internal doors. 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>Complete</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 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>Complete</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>Complete</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>The frame of the lift door is clearly marked with hazard tape.</p> <p>If someone blocks the doors of the lift when it is closing, the motor tries to keep going increasing the amount of electricity flowing through it. This triggers a switch which reverses the motor, opening the doors again</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> | Complete |
| 5 | Using tables and chairs – Tripping on table/chair legs, trapping fingers | <p>Staff training to be provided.</p> <p>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> | Complete |
| 6 | Lost Children | <p>All museum staff are trained in our Lost Child Procedure</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> | N/A | Complete |

| | | | | | |
|----|---|---|---|-----|----------|
| 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 and where possible, to be carried out when the museum is closed. 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 | Complete |
| 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 | Complete |
| 9 | Fire | Fire evacuations, drills and training are carried out in accordance with the Fire Risk Assessment and Fire Certificates. | | N/A | Complete |
| 10 | CoSHH (Control of Substances Hazardous to Health) | CoSHH substances are actively assessed, monitored and controlled. | | N/A | Complete |
| 11 | Workshops/Activities/Shows | Risk assessments are carried out for operations and activities as appropriate. | | N/A | Complete |
| 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 | Complete |
| | | | | | |

Sign-off of risk assessment

| | |
|--|---|
| | |
| Reviewed by Operations Team on: | |
| Reviewed by Rachel Skinner | 18 th March 2019 21 st May 2021 6 th June 2022 13/07/23 24/06/24 |
| Next Review date: | 25/06/25 |