



# Risk Assessment Form

Directorate: Environment & Culture  
Centre

Location/Division/Premises: Museum Collections

Date of Risk Assessment: 26<sup>th</sup> November 2007

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

## Review Record

Review Date	Reviewed by	Changes necessary	Signature

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Risk of Fire	Pupils and teachers may be harmed by smoke inhalation or burns	All Exits kept clear. Should alarm sound follow Fire Marshal instructions. Leave by nearest Fire Exit and meet by the Fire Assembly Point (Main Car Park)	Pupils must be supervised by own teachers at all times Minimum ratio 1:10.	Teachers	Ongoing	Ongoing
Accident / illness	Pupils may injury themselves or may become ill.	Should an accident or illness occur during the visit, a member of staff should be informed. The site First Aider will then attend.	First Aiders are not allowed to dispense any medication, so children / teachers should bring anything that may be required on the visit.	First Aiders / teachers	Ongoing	Ongoing
Bad / poor behaviour	Pupils, teachers or staff may harmed if any pupil is behaving poorly.	Owing to the size of the building and objects in storage schools should bring 1 adult per 10 children.	Children should be discouraged from touching or climbing on the objects. Children's	Teachers	Ongoing	Ongoing



			behaviour is the schools responsibility and museum staff should not be left in sole charge of children at any time.			
<p>Disembarking in Main Car Park</p> <p>Warning uneven surfaces towards main entrance.</p>	<p>Pupils and teachers may be harmed by occasional cars / contractors / delivery vehicles.</p> <p>Pupils may potentially be slippery during very cold weather</p>	<p>Coach driver should pull onto MCC main car park (see plan on Website)</p> <p>A member of staff will meet the group and escort into the building</p> <p>Caution required in frosty weather.</p>	<p>Teachers should supervise pupils safely into the premises.</p> <p>Care should be taken as other vehicles use this car park.</p> <p>Driver warning sign 'Beware Children'</p>	Teachers	Ongoing	Ongoing
Walking around	Pupils may trip, slip or fall.	Verbal instructions by museum staff to walk at	Pupils must	Teachers	Ongoing	Ongoing

the building from classroom to warehouse and extension.	Several flights of stairs (lift available if required).	all times; use handrails.	be supervised by own teachers / staff. Adults positioned in strategic places.			
Doors in entrance, classroom and warehouse.	Pupils may trap fingers in the doors.	Verbal warning; individual should be chosen to hold door for rest of the class.	Pupils must be supervised by teachers /staff.	Teachers	Ongoing	Ongoing
Gathering information in the warehouse and extension.	Pupils may injure themselves by touching or walking into objects and machinery at ground level.	Verbal warning; objects should not be touched; care should be taken in storage aisles and around large machinery.  Pedestrian areas clearly identified and should be used at all times.	Pupils must be supervised by teachers / staff.  Classes not taken into areas where staff or contractors are working.  Signage – no climbing on racks / no touching objects.	Teachers	Ongoing	Ongoing
Toilets	Toilets used by other visitors	Schools are advised to bring male and female	Pupils must	Teachers	Ongoing	Ongoing



	and members of staff.	helpers with mixed sex classes.	be supervised by own teachers and staff.  Use toilets before workshop in warehouse / extension and during break times.			
<b>Session with Session Leader / Visitor Assistant / Tour Guide</b>						
The Great Egg Race Session: misuse of equipment and whilst gathering information in Warehouse / extension.	Pupils may drop a camera on foot, pupils may poke other pupils with pencils etc.  Pupils may push, slip or walk into or touch objects.	Verbal warning; close supervision.  Warning about the warehouse and extension as per above.	Pupils supervised at all times by teachers and staff.	Teachers / Session leader	Ongoing	Ongoing
Building vehicle prototypes using model kits in classroom and testing.  Loose objects left on floor.	Pupils may throw at, poke or cut someone.  Pupils may trip on loose items left on floor.	Verbal warning; close supervision.  Tables provided for the construction of prototype models.	Pupils supervised by teachers and staff.  Keep room as tidy as possible to avoid tripping	Teachers / Session leader	Ongoing	Ongoing
Curator for the	Pupils may drop a camera on	Verbal warning; close supervision.	Pupils	Teachers /	Ongoing	Ongoing



Day Session: misuse of equipment and whilst gathering information in warehouse / extension.	foot, pupils may poke with pencils etc.  Pupils may push, slip or walk into or touch objects.	Warning about the warehouse and extension as per above.	supervised at all times by teachers and staff.	Session leader		
Wheel chair user or walking impediment.	Safe access to main warehouse / extension	Lift available for access to classroom.  Toilet facilities available.  MCC Staff available to escort individual or group via flat-level access route into the warehouse / extension and return to classroom.	Request for school member of staff to escort pupil on different route from the other pupils.			

## Further Information

Hazard	Additional Information
	MCC staff who will be working with the School groups have been certified by the Criminal Records Bureau.
	At least two members of staff on site hold the full First Aid at Work Certificate.
	The Museum Collections Centre is a fully working Collections Centre, with large items of equipment, objects being prepared for display and to be loaned to other museums, and is therefore unlike a normal museum visit. It is therefore necessary to have adequate adult supervision and request that respect be shown to the collections in our care for the citizens of Birmingham. The museum staff reserve the right to terminate a session should inadequate supervision be provided, which could result in an accident on site
	This document is for guidance only, and is not a legal document. Teachers are welcome to visit prior to their visit and conduct their own risk assessment and familiarise themselves with the Museum Collections Centre facilities and storage areas.

