

# AREA HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

<b>School/Service/Department:</b>	UMASCS
<b>Assessment Reference No.</b>	UMASCS 5- Schools
<b>Assessment date:</b>	Jan 2023
<b>Area or activity assessed:</b> <i>Please make sure this adequately describes the area/activity that you are assessing</i>	Museum of English Rural Life Galleries, general visits by members of the public, students etc

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Fire hazards - overcrowding	Visitors may not be able to escape in case of fire	<p>Front of House team to monitor levels within galleries.</p> <p>Group bookings to be controlled to prevent clashes</p> <p>Groups briefed on fire escape procedures</p> <p>Automate visitor counting: People Counting Software available at FoH computer for staff monitoring gallery capacity.</p>				
Fire hazards – poor layout	Visitors may not be able to escape in case of fire	<p>Daily gallery checks</p> <p>Walkways to be kept under supervision</p> <p>Groups briefed on fire escape procedures</p> <p>Trolley / table setups in galleries strictly controlled and staffed</p>				
Fire hazards – electrical	Risk of electrocution or fire if unsafe electrical	Operations team to check that no chargers				

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equipment	equipment is used / left overnight	or laptop cables left at the end of the day  UoR owned equipment will be PA-Tested if older than a one year				
Fall of persons from upper level	Visitors, by falling from height	Adequate barriers in place throughout upper levels				
Fall of objects	Visitors by being struck by falling object	Objects at height are properly secured	Gallery displays are visually checked and documented by Front of House each day and FvdG also undertakes more detailed checks periodically.			
Entrapment or other injury by object	Visitors by handling the object	Objects placed out of reach  Objects secured or tethered to prevent use  Sharp objects in cases  Operation of machinery mechanically stopped (e.g. by chains)	Gallery displays are visually checked and documented by Front of House each day and FvdG also undertakes more detailed checks periodically.			
Slips and trips	Visitors may trip if walkways not clear	Daily gallery checks  Maintenance of displays to be conducted outside of opening hours or with adequate warning signs / barriers  Front of House team to gather gallery stools periodically				
First aid emergency	A visitor may be taken ill or require first aid	Trained first aid staff to be on duty throughout open hours				

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Visitor in Crisis	Visitor, volunteer, public, carers and staff	UMASCS staff are provided guidance and training in procedures for managing a situation to support carer and person in crisis, to ensure they and the surroundings are safe, the situation is de-escalated as quickly and calmly as possible.	Depending on room availability, a room will be provided for a quiet space. Otherwise garden can be offered as a alternative space.			
Violence or aggression	Staff may be threatened or attacked by visitors	Panic alarm fillted at Reception desk  Staff aware of Security phone number				

<b>Name of Assessor(s):</b>	Phillippa Heath and Danielle Eade	Number of continuation sheets used:
<b>Department:</b>	UMASCS / MERL	
<b>Review Date:</b>	Jan 2024	