

PROJECT/ACTIVITY RISK ASSESSMENT FORM (RA2)

School/Service/Department:	UMASCS
Assessment Reference No.	UMASCS 16
Assessment date:	Nov 2022
Activity assessed: <i>Please make sure this adequately describes the activity that you are assessing, including the location</i>	Outdoor Classroom – School Workshop at MERL, within the Garden. Sessions either by UMASCS staff or are self-facilitated and managed solely by the external visiting school.
Person(s) at risk	Staff, visitors, and volunteers

Task/ Activity <i>List significant steps in the activity. Consider doing a separate risk assessment for each step, if the Task/Activity breaks down into substantial sub-components (in which case, delete this column)</i>	Hazard	Existing control	Impact*	Probability*	Risk outcome*	Additional controls required	Action by whom	By when
Fire hazards	Evacuation procedure during large events	Ensure team are aware that there's a muster point in both the garden and car park. Unless it is unsafe to do so, visitors in the garden should remain there. A member of staff / nominated fire warden should ensure no one re-enters the building until it is safe to do so. Indoor areas will be swept by the	M	R	BA			

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		Visitor Services team and ushered to either the garden or car park muster point, ensuring no one re-enters the building. Event is mainly outdoors.						
Crowd Control	Over crowding	Pre booked school group with a maximum of 30 students and teachers (1 adult to 10 students)	N	R	BA			
Slips and trip	trip and slip hazards causing accident or injury	Areas are cleaned/tidied before and after events. All potential hazards are carefully monitored by UMASCS staff. Any issues are rectified immediately by clearing the hazard, placing wet flooring signage out etc.	N	P	BA			
Fall of person	from fire escape behind archive store	Hidden entrance to area Parents to be made aware of steps and children supervised by staff/volunteers as well as parents	M	R	BA			

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Manual Handling	carrying tables and other equipment as part of session set-up	2 members of staff to carry heavy or awkward items such as tables. Ensure areas are clear of visitors before attempting to carry large items through.	M	R	BA			
Traffic and Parking arrangements	Space used by vehicles and pedestrians	If the school are using vehicles to arrive at MERL, clear car parking instructions are given to them when they book and direction maps are provided.	M	R	BA	Ensure parking arrangements are in place prior to first session taking place		
Communication	Lack of communication about school supervision and risks	Briefing instructions given from session leader throughout the workshop	N	P	BA			
Temporary structures	gazebos	It is unlikely that gazebos will be used for these sessions but if so, they would be erected by 4 members of staff per gazebo and weighted down adequately.	N	R	BA			
Seating arrangements	Blocked access	Seating arrangements to be planned in advance. Ensure does not block fire	N	P	BA			

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		exits and adequate gangways are left so people can move around easily.						
Welfare	safeguarding	School leader supervision required at all times. Children to be accompanied to toilet by their teacher. Session leader to have valid DBS check. Staff and volunteers to be aware of safeguarding procedures (through induction process). In event of a lost child / parent – this section of Safeguarding policy should be followed.	M	R	BA			
Welfare	first aid	First aid kits and list of first aiders available to session leader. Any incidents should be reported to Visitor Services to ensure they are recorded (even if there is no obvious injury or complaint from parent)	N	P	NA			

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Welfare	Sanitation	WC and hand washing facilities, included those for disabled are available to all visitors. Hand sanitiser points are available throughout museum and garden and requested to be used at regular intervals	N	R	BA			
Work with Animals	live chickens in the garden: risk of infection / disease if children touch and do not wash hands.	Verbal reminder for teachers during events - from UMASCS staff on duty. Signage is in place permanently.	N	R	BA			
Traffic	traffic on Acacia Road (accessed at rear of garden if gate is left open)	Check at beginning of each session that gate is shut and secure	M	R	BA			
Garden Use	closed off area near sheds may present hazard if children climb into this area	Area is barriered off and clear signage is displayed. School supervision required at all times	N	P	BA			
Garden Use	general supervision around garden	As per the garden area risk assessment, signage is in place at the entrance	N	P	BA			

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	and play tractor. Lack of supervision could result in injury	of the garden. A briefing session takes place at the beginning of the session to remind session leaders to supervise. Staff and volunteers ensure children are supervised throughout session						

Name of Assessor(s):	Mathew Binks/ Phillipa Heath	Number of continuation sheets used:
Department:	UMASCS	
Review Date: (maximum 12 months from date of assessment)	Nov 2023	

Note* : The risk matrix below is not mandatory, but can be used to assist with decision making and prioritisation.

Severity and nature of harm		Probability of harm occurring	
Minor or Negligible (N)	Minor injury or illness, first aid treatment may be required, but not a hospital visit or professional medical intervention. Not reportable under RIDDOR. Minor property damage.	Highly Likely (HL)	Poor or no controls in place. The event is almost certain to occur, possibly frequently.
Moderate (M)	An injury or ill health requiring a hospital visit or other professional medical intervention, or resulting in lost time for work/study (up to a max of 7 days). Not reportable under RIDDOR. More serious property damage.	Probable (Pr)	Controls in place are inadequate. The event is more likely to occur than not.
Significant (S)	Major injuries, acute illness, longer term health problems that are reversible or non-progressive (e.g. broken bones, loss of consciousness, serious burns, minor amputations, work-related respiratory sensitisation, partial loss of sight or hearing). Reportable under RIDDOR. Major property damage.	Possible (P)	Reasonable controls are in place, which will protect against harm if they are followed. The event would not be expected to occur, but it is possible that it could.
Catastrophic (C)	Death, permanent incapacity, severe disability, progressive or irreversible condition (e.g. loss of a limb, total loss of sight or hearing, severe occupational disease). Major property loss/damage.	Rare (R)	Stringent controls are in place, and are very unlikely to break down. No history of event occurring over a period of years. This will probably never happen, but it is foreseeable that it could.

Probability	Highly Likely	Tolerable	Serious	Intolerable	Intolerable
	Probable	Tolerable	Serious	Serious	Intolerable
	Possible	Broadly acceptable	Tolerable	Tolerable	Serious
	Rare	Broadly acceptable	Broadly acceptable	Tolerable	Tolerable
		Minor or Negligible	Moderate	Significant	Catastrophic
Severity					

<p>Brief guide for completing this risk assessment</p> <ul style="list-style-type: none"> Only complete this form if you are competent to do so. List all the hazards that are present, ideally in the order they appear in the process being assessed. Enter details of the control measures that are already in place. Using the list above choose the most appropriate descriptor of the Severity and nature of the harm. Then do the same for the Probability. Plot the results on the Risk Outcome Prioritisation Chart to help you understand the priorities. Complete the assessment based on the priorities given, including introducing additional control measures when required. Record your findings and inform all those involved in the process. <p>The risk assessment must be reviewed following:</p> <ul style="list-style-type: none"> Accident or near miss Change in process Change in legislation Introduction of new plant or technology Change in personnel and/or passage of time <p>Other things to consider:</p> <ul style="list-style-type: none"> Frequency of exposure ; number of people exposed; susceptibility of people exposed (young/ pregnant/ disabled/ learning difficulties). 	<p>Priorities</p> <ul style="list-style-type: none"> (BA) Broadly acceptable – no further action required. (T) Tolerable – the task may proceed but you should reduce the risks further if it is reasonably practicable to do so. (S) Serious – additional control measures are required to reduce the risk. (I) Intolerable – the task/process cannot be undertaken in its present form. Safer alternative methods of working must be implemented. 	<p>Hierarchy of Controls - <i>the range of options for controlling risk in order of preferred use. It will usually be necessary to adopt a combination of control measures.</i></p> <p>Eliminate – Can the hazard be eliminated stopping the activity, or working in a different way that entirely avoids the hazard?</p> <p>Reduce by substitution – reduce the risk by changing the way you do the work e.g. is there an alternative product, or can smaller quantities be used? Can the number of people potentially exposed be reduced?</p> <p>Engineering Controls – e.g. can the number of people exposed be reduced by restricting access, can physical barriers be used to provide protection e.g. fume cupboards, microbiological safety cabinets, acoustic panels? Can access to dangerous parts be restricted by interlocking guards or other types of machinery guarding?</p> <p>Information, instruction, training and supervision i.e. administrative controls – written procedures, safe systems of work, training, signage. Ensure employees understand what they must do and when, how they must do it and what activities are prohibited.</p> <p>Personal Protection - Is personal protective equipment (PPE) required e.g. safety shoes, lab coat, eye protection, gloves, ear defenders, hard hat? Note that this is a last resort, as PPE has to be correctly specified, has to be worn correctly, and only protects the individual wearer.</p> <p>Discipline – If all else fails and controls are being ignored disciplinary procedures should be followed.</p>
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