_			GLAM Act	ivity/Area - Risk Assessmen	:	_						
Assess			Area / Department Pitt Rivers Museum, GLAM Ref No: Signature A McLellan Date:		Ref I	No:		reference number				
						Jun-24						
ummar	y description of tasks to t			ation group visits to the Pitt Rivers Mus-				ly schools but can include university and other educational gro	oups)			
		The A	ssessor should be competent in his/her	knowledge of the activity, process and trained in we the risk assessment and remains accountable	n risk as	sessme	nt tech	niques				
Ref	Identify Hazard	Those at risk. & Description of harm.	Current Control Measures Current Control Measures that are in place now. If Current Risk Rating is above 5 then look to identify & implement Additional Control Measures		Evaluate Risk		Risk	Additional Control Measures) Additional Control Measures required to reduce the Current Risk Rating If the Final Risk Rating is above 5 then find futher control Control Measures		Re-Evaluate Risk Final Risk Rating		
	Hazards	Describe how those affected could be harmed				Current Risk Rating						
					L	s	R	until its 5 or below.	L	s	R	
1	Accidents, incidents and near misses	Children, young people and adults could be injured or hurt themselves	maximum of 10 students under the age supervised by fever adults at the discre All groups are met by Gallery or Learnin given a safety briefing which covers: the procedure, no use of the lift unless with and drink policy. Teachers are advised to supervise child times and alterted to the presence of the When using plastic tubs to store school small groups up at a time to do so in or A suitable number of fully trained first a huseum. First aid boxes are legin inse and incidents are reported to Museum employees and visitors are lup investig and suitable remedial actions taken as of a special project when they will be su All children and adults are briefed on h damage the objects or each other. All Public Engagement staff are DBS of obvinteers are briefed on the Museums their Activity Lead. In the case of astlegarding concern, nex step which is likely to enail noting bearvoints har are worcoversations that wa	In staff and before the visit commences they are need to walk rather than run, fire atarm an adult member of the visiting group, no food then in the grounds outside the Museums at all car park and possibility of moving vehicles. I bags and coats teachers are advised to allow far to avoid overcrowding and risk of tripping. Unders can provide emergency cover in the were locations around the Museum. All acidations and individual to botch taff – acidents and incidents for botch part – acidents and incidents for botch parts – acidents and incidents for botch parts – acidents and incidents for botch and – acidents and incidents for botch the botch of the Machine so sand to necked. All Public Engagement staff and a steguarding policy and are able to identify it is the role of the Activity Lead to determine the down all relevant details (e.g. factual ends the botch and the botch and date of the incident and and the acidents of the activity Lead to determine the down all relevant details (e.g. factual ends the botch and the acident and date of the incident and and ends and acident of the incident and and ends and acident of the incident and and ends and acident of the incident and and and acident and acident of the incident and and acident and acident of the incident and and acident acident and acident of the acident and and acident and date of the incident and and acident and acident and acident and acident and and acident acident acident acident acident and and acident acident	2	2	4	Visitor Experience staff to monitor visit to ensure control measures being implemented (e.g. ensure teacher on each floor when students are there)	1	2	2	
2	Electrical equipment	ebcde	member of the University (member of set the correspondence and sent the same If there is a concern that there is an im- risk then the emergency services shoul the GLAM Safeguarding Officiens inform On a self-guided visit if there is a safeguard attentior of the Duty Manager or the GL directly - Melania Rowntree (melaniac or (fernando.catzada@ptrn.ox.ac.uk). Staff working directly with children or v trainion	arnando Calzada oon as possible. If the incident involves a taff, student or volunteer), this must be noted in day, mediate risk of serious harm to a child or adult at be contacted without delay on 999 or 101 and	1	4	4		1	4	4	
3	electrical equipment	Risk of electric shock	Portable electrical equipment is subject personnel. Only authorised persons are	to regular safety inspections by fully trained allowed to work with electrical equipment in the of seeking PAT testing from a qualified tester	1	2	2		1	2	2	
4	The building	a.b.c.d.e Risk of trip or fall cauding injury accidents or shock	regularly checked by the Gallery satif an on all stairs. The edge of all the stairs a Museum requires extra care on stairs History. Good Bighing in other circulatis If taught school groups are taken upstai are advised to go in single file, on the le Where possible all glass in Museum ca filmed. Areas will be barriered off when work is detailed building risk assessment see P	ses is either laminated safety glass or safety carried out during opening hours. For a more RM.RA.033	2	2	4	Value Experience staff to give extra supervision to ensure control measures are fully implemented	1	2	2	
5			A copy of this KA will be available to all	groups on request and via the Museum website			0				0	
	ed and Signed by the Line		1	Print name and date	Andre	w McL	ellan .	June 2024	1	ı		
nanager		Andrew McLellan										

anager:		Andrew McLellan				
Review Record This Risk assessment must be reviewed at periods not exceeding 12 months or when circumstances surrounding the risk have changed						
Review	Reviewed By	Findings	Signed			
05/05/2024	A McLellan		A. McLellan			

Risk Assessment 2017		Likelihood						
Matrix		5. Almost Certain	4. Likely	3. Possible	2. Unlikely	1. Rare		
	5. Catastrophic	25	20	15	10	5		
<u>></u>	4. Severe	20	16	12	8	4		
Severity	3. Moderate	15	12	9	6	3		
Š	2. Minor	10	8	6	4	2		
	1. Insignificant	5	4	3	2	1		

Risk Factors

Severity

- 1. Insignificant Trivial injury or harm requiring no / minimal intervention or treatment
- 2. Minor Minor injury / illness requiring minor intervention or treatment with no time off work or interruption to normal work duties
- **3. Moderate** Injury leading to lost work time (equal to or greater than one day), or interruption to normal work duties or occupational illness without lost work time
- 4. Severe Severe injury / illness
- 5. Catastrophic Fatality(s) or injury / illness leading to long tern incapacity / disability

Risk Factors

- LikelihoodRare Freak event and happens only under extreme circumstances
- Unlikely Not expected to happen and happens due to the unforeseeable sequence of events
- Possible Could possibly happen and it is reasonably foreseeable under normal circumstances
- 4. Likely Could easily happen and is probable under normal circumstances
- 5. Almost Certain Common occurrence. Often happens and is expected to happen

Score	Priority	Action to be taken
1 to 4	LOW	Low risk identified - Control measures to be adopted and modified

5 to 10	MEDIUM	Medium risk identified - Ensure that the risk assessment is reviewed. Further control may be necessary
12 to 25	HIGH	High risk identified - Stop. Re-evaluate risk assessment and develop/determine greater control measures

Those at Risk - By Type			
а	Employees.		
b	Others - (e.g. general public).		
C	Young Persons - (those under 18 years of age).		
d	New or Expectant mothers.		
e	Contractors /Maintenance - (Either internal or external).		
f	Child - (Anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils reach the MSLA in the school year in which they turn 16).		