

BLACKBURN WITH DARWEN BOROUGH COUNCIL

Number: _____

HEALTH & SAFETY RISK ASSESSMENT

DEPT: Environment and Leisure

SECTION / UNIT: Museum Services

LOCATION: Blackburn Museum and Art Gallery

ACTIVITY

Life in Ancient Egypt Learning Session

Significant Hazards	How they may arise	People at Risk
This session comprises three activities none of which contain no significant risk and should be considered 'low hazard'.	The Egyptian room is small and with a large class the room can get stuffy Presenter should get the children to sit down during Q&A sessions. The Hart Gallery is dark (see moving around the Museum)	Presenter, staff and children (see Moving around the Museum)

Current Control Measures	New Control Measures Needed	Action Date
<i>Equipment/Building</i> See 'Moving around the Museum' Crayons/ pencils etc Blunt ended scissors Non-toxic paints	na	na
<i>Organisation & Personal</i> See 'Moving around the Museum'	na	na
<i>Relevant Guidance Notes & other advisory documents</i> 'Hazardous educational activity' HEALTH & SAFETY RISK ASSESSMENT		

Assessed by: Stephen Irwin

Date of Assessment: 16/10/2015

BLACKBURN WITH DARWEN BOROUGH COUNCIL

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LOCATION: Blackburn Museum and Art Gallery

ACTIVITY

Moving around the Museum

Significant Hazards	How they may arise	People at Risk
Entry to the Museum	The steps are worn (as the building is 'listed' there is no remedy for this) and may present a 'tripping hazard'. All visitors are encouraged to use the handrails provided.	All members of a party visiting the Museum.
The stairways (main stairway and the stairs to the 'Explorers Gallery'. The Skill and Labour Gallery (ground floor) The Hart Gallery (upper floor)	Children may trip and fall on the stairs. The group should be under close adult supervision as they move up or down the stairs. In the low light, the 'stand alone' glass cases present a hazard to a child who may walk into one. In the Hart Gallery this presents a particular hazard for any partially sighted pupil.	All pupils visiting the museum Pupils up to year five.
The Explorers Gallery (mezzanine floor)	A child climbing over the 1.5M high barriers at the edge of the gallery would risk a fall to the gallery below. Children in this gallery must be under adult supervision.	Unsupervised children.
Pupil behaviour	Pupil(s) may indulge in inappropriate behaviour	Any visitor/fellow pupil/member of staff.

Current Control Measures	New Control Measures Needed	Action Date
<p><i>Equipment/Building</i> The children should use the handrails provided. The children should not be allowed to congregate at the head of the stairs but should be moved onwards to their destination.</p> <p>Windows and cases covered in safety film Regular inspection of cases/exhibits Regular inspection of stair carpets Barriers on the Explorers Gallery wall</p>	<p>none</p>	<p>na</p>
<p><i>Organisation & Personal</i> none</p>	<p>none</p>	<p>na</p>
<p><i>Relevant Guidance Notes & other advisory documents</i> Guidance notes and code of conduct issued to each school group before arrival.</p>		

Assessed by: Stephen Irwin

Date of Assessment: 04/09/2015

BLACKBURN WITH DARWEN BOROUGH COUNCIL

Number: _____

HEALTH & SAFETY RISK ASSESSMENT

DEPT: Environment and Leisure

SECTION / UNIT: Museum Services

LOCATION: Blackburn Museum and Art Gallery

ACTIVITY

Child protection at the museum

Significant Hazards	How they may arise	People at Risk
Harm to a child from a member of the general public	Pupils wandering out of the museum Pupils being abducted	Pupils Pupils

Current Control Measures	New Control Measures Needed	Action Date
<p><i>Equipment/Building</i> CCTV system is in place Education Staff are CRB cleared CRB checks are in progress for all the other staff</p>	None	na
<p><i>Organisation & Personal</i> The staff who accompany the school party are responsible for the supervision of the pupils. The Education Officer and Visitor Service Assistants, who are responsible for both the pupils <i>and</i> the general public, will assist the staff who accompany the children.</p> <p>In the event of a member of the public making an unwelcome approach to a pupil (or any other member of a visiting party) a teacher should inform a member of the museum staff.</p>	None	na
<p><i>Relevant Guidance Notes & other advisory documents</i> Guidance notes and code of conduct issued to each school group before arrival.</p>		

Assessed by: Stephen Irwin

Date of Assessment: 04/09/15

BLACKBURN WITH DARWEN BOROUGH COUNCIL

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LOCATION: Blackburn Museum and Art Gallery

ACTIVITY

In the event of a fire

Significant Hazards	How they may arise	People at Risk
Serious injury or death	If the building catches fire because of: People smoking An electrical fault An arson attack	All staff and pupils visiting the museum.

Current Control Measures	New Control Measures Needed	Action Date
<p><i>Equipment/Building</i> Fire and smoke alarmed throughout Fire exits marked and unblocked Fire extinguishers available and accessible Electrical appliances checked on a yearly basis CCTV installed</p>	<p>none</p>	<p>na</p>
<p><i>Organisation & Personal</i> Fire alarms are tested weekly Evacuation procedures are rehearsed quarterly Personnel trained in use of fire extinguishers Personnel trained in use of 'evac chair' for wheelchair users on the first floor and mezzanine gallery. Smoking prohibited throughout the building If the fire alarm sounds, the lift should not be used.</p>	<p>none</p>	<p>na</p>
<p><i>Relevant Guidance Notes & other advisory documents</i> Guidance notes and code of conduct issued to each school group before arrival.</p>		

Assessed by: Stephen Irwin

Date of Assessment: 04/09/2015