

Please answer the questions as fully as possible. Guidance: Hold the cursor over the question a help box will appear. Please complete relevant boxes coloured light yellow.

Site:	All BMT Sites	Assessed by:	Andrew Fowles	Date:	17-Apr-23
		Reviewed by:	Laurence Butler	Date:	02-May-23
		Director Approved:		Date:	

Unique Ref:	SG/CYP	Description:	Risk assessment to ensure safeguarding practice when working with adults at risk as part of a planned visit or activity
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Does this Assessment include any specific areas of Risk ?	Activity risk assessment?	Yes
	Area risk assessment?	No

To add a new row above the one selected - select a WHOLE row (line) click COPY, then click INSERT COPIED CELLS.

1	Hazards, Consequences and Who	Existing Control Measure	Severity	Probability	Degree of Risk (SxP)
Physical (A factor within the environment that can harm the body without necessarily touching it e.g. . Vibration, noise, heat, cold, height)					
	Not capturing the nature and description of special considerations / requirements relating to visiting group	information to be completed by coordinating BMT staff member and visiting group coordinator at bookings stage/prior to confirmed visit.	2	2	4
	Lack of planning for visiting groups /not using the BMT bookings process	<p>All educators / group leaders will receive booking instructions and guidance at the point of confirming a self guided or facilitated visit to a BMT venue.</p> <p>This process will:</p> <ol style="list-style-type: none"> 1. Generate an enquiry in relation to any special requirement, needs or specific considerations relating to Adults at risk that will enable a successful and positive experience whilst with BMT and if necessary support the development of a dynamic risk assessment covering the duration of the visit 2. Generate a comprehensive itinerary of activities and emergency procedures (including lost Adults at risk and safeguarding processes) which will be held by the lead teacher or organising representative. 3. Generate information that will link to our publicly accessible Safeguarding Policy for organisers and coordinating staff which provides contact information for designated safeguarding officers across Birmingham Museums Trust 	2	2	4
	Lack of BMT Safeguarding knowledge when engaged with Adults at risk as a organised group in a public setting.	<p>All BMT staff undertake mandatory safeguarding training in the areas of working with Adults at risk</p> <p>All BMT Engagement staff receive enhanced Face to Face safeguarding training on safeguarding policies and procedures to support work children and Adults at risk in both an on and off site capacity</p>	2	2	4

<p>Lack of preparatory awareness in safeguarding relating to activity environments (classrooms)</p>	<p>BMT activities will have additional risk assessments to ensure the safety of individuals using equipment, resources, surfaces and workstations.</p> <p>Classroom are separated from the general public and are supervised by BMT staff and teaching representatives for the duration of a group visit. Support staff and group leaders will be asked not to leave during a facilitated session to ensure the appropriate management of Adults at risk is adhered to.</p>	2	2	4
<p>Lack of preparatory awareness in safeguarding relating to activity environments (outdoor learning)</p>	<p>BMT activities will have additional risk assessments to ensure the safety of individuals using outdoor equipment, resources, surfaces and workstations.</p> <p>Group leaders and participants will be made verbally aware that they are in a outdoor public setting.</p> <p>Activities should adhere to the correct staff to supported adult ratio which will be further supported by the presence only of BMT engagement staff.</p> <p>BMT engagement staff working with facilitated groups will carry radios with them at all times and will have direct communication with Duty management and security staff should a safeguarding issue arise.</p> <p>When in the outdoor learning setting BMT Staff will verbally communicate that all participants and their support staff do not go out of sight and if required measures to control wandering will be put into place via the use of barriers and signage.</p> <p>Additional use of HI Vis jackets will also be requested if the group has this resource at their disposal</p>	2	2	4
<p>Lack of preparatory awareness in safeguarding relating to learning and activity environments (on gallery)</p>	<p>BMT activities will have additional risk assessments to ensure the safety of individuals using outdoor equipment, resources, surfaces and workstations.</p> <p>Group leaders and participants will be made verbally aware that they are in a public setting.</p> <p>Activities should adhere to the correct staff to supported adult ratio which will further be supported by the presence of BMT engagement staff.</p> <p>BMT engagement staff working with facilitated groups will carry radios with them at all times and will have direct communication with Duty management and security staff should a safeguarding issue arise.</p> <p>When in the on-gallery public setting BMT Staff will verbally communicate that all participants and their support staff do not go out of sight.</p> <p>Addition use of HI Vis jackets will also be requested if the group has this resource at their disposal</p>	2	2	4

Not following appropriate procedures for toileting	Limited disabled dedicated toilet provisions are accessible for Adults at risk groups in non publicly accessible spaces. BMT staff will verbally communicate access and location of appropriate provisions during housekeeping introductions Where toilets are open to the general public support staff will be requested to escort and supervise Adults at risk in using these facilities whilst ensure the remaining group still has appropriate supervision for the duration of their activity or visit	2	2	4
Lost adults at risk	All BMT staff have been trained in responding to lost or missing individuals and have an agreed response procedure, and dedicated meeting points to support visiting parties . When an individual cannot be found BMT staff will contact WM police directly and support access to CCTV.	2	2	4
First aid	first aid kits are available onsite and as a portable kit for outdoor activities . Any administration of first aid to Adults at risk should be delivered by visiting support staff if possible. If unable to do so BMT staff will support the delivery of first aid with supervision from educational leaders of support staff	2	2	4
Lack of knowledge in managing a Safeguarding concern	BMT staff have been trained in the appropriate methods of identifying, responding to, and recording of safeguarding incidents and concerns. All BMT staff are aware of support and formal procedures and can access immediate support from the Safeguarding team for Birmingham Museum Trust	2	2	4
Lack of knowledge in Safeguarding reporting procedure	BMT staff are trained in the appropriate and timely reporting of safeguarding incidents and will follow procedures outlined by BMT safeguarding policy and reporting structure. Reports are managed by the Safeguarding team for Birmingham Museum Trust to enable effective communication between school safeguarding leads or wider confidential safeguarding services (contacts are listed below) Designated Safeguarding Lead Officer Andrew Fowles, BMT Designated Safeguarding lead Phone07980293862 Andrew.Fowles@birminghammuseums.org.uk Designated Deputy Safeguarding Officer Laurence Butler, Museum Manager (Thinktank) Phone0121 348 8020 Laurence.Butler@birminghammuseums.org.uk	2	2	4
Chemical (could affect a workers health, gases etc which can cause harm through skin, inhalation, ingestion i.e. Acids, carbon monoxide)				
Biological (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)				
Psychological (Stress through bullying, intimidation, depression, excessive workload, lack of communication, physical environment in poor / cramped condition, involvement in a major incident leading to post traumatic stress)				

Lack of awareness in Safeguarding BMT staff and Adults at risk adults from negative psychological and coercive dialogue of others	<p>ALL BMT staff undertake mandatory safeguarding training in the areas safeguarding of children, young people and Adults at risk</p> <p>ALL Dedicated engagement staff receive additional Face to Face safeguarding training to support work with Adults at risk in both an on and off site capacity that supports the identification of actual and potential psychological abuse via general observation and potential disclosure.</p> <p>If a concern is identified this will be raised with coordinating staff leads and if applicable the designated safeguarding officer within the visiting organisational setting.</p> <p>BMT has an identified Safeguarding Lead who will act as the liaison between BMT staff for recording and reporting and also be the key contact between the organisation and BMT</p>	2	2	4
Potential abuse from attendees leading to stress	<p>BMT delivers core training for frontline staff including Training of staff in handling abuse, calling for assistance and radio protocol. The welfare of our staff is paramount BMT staff all have access to a Colleague Support line and website, which enables staff to confidentially discuss any concerns or issues they may have and receive the support they need to deal with any circumstances they're facing.</p> <p>Colleague Support Line: 0800 107 6147 www.colleaguesupport.co.uk</p>	2	2	4

2 What further actions are necessary to control the Risk? (in priority order)

Action	Action Owner	Target Completion	Comment	Status
pre visit information	bookings team	at point of booking	adjustments and considerations reported to I&EO	In Progress
method statement for identified group needs	Learning officer	pre visit action per identified session	To provide a summary statement of considerations if special adjustments are required	In Progress

Supporting Documentation

1	pre visit bookings information	2	BMT safeguarding procedures	3	BMT safeguarding report form
4	BMT safeguarding policy	5		6	
7		8		9	
10		11		12	

Yes / No

Consider: Are the proposed actions likely to create a different hazard?

No

3 Who Might Be Harmed

Staff	x	Public	x	Cleaners		Security		Contractors		Adults at risk Group	x	Others (Specify)	
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4 Assessment of Risk

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Severity

Severity	Probability
1 Little or no lost time/negligible ill health	1 Improbable
2 Up to 7 days / minimal ill health	2 Unlikely
3 Over 7 days / moderate ill health	3 Possible
4 Severe injury or ill health	4 Likely

Risk
1 - 4 Monitor and maintain controls
5 - 12 Improve controls
15 - 25 Cease activity until corrected

Probability

5 Fatality, major injury / critical ill health

5 Almost Certain

5 Assessor Section: I confirm the above controls have been put in place

Assessor Name and Title:	Andrew Fowles	Signature:	A Fowles	Date Approved:	17/04/2023
Reviewers Name and Title	Laurence Butler	Signature:	<i>L G Butler</i>	Date Approved:	02/05/2023

When should this be reviewed next? 10/10/2023

6 Version Control: Record of annual review

Reviewers Name and Title	Date of Review:	Where Controls Satisfactory?	Are Additional Controls Required?	Details of Additional Controls Required and date implemented?
Janine Eason				