

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: | Museum of the Jewellery Quarter | Completed by: | Katherine Bosworth |
| Unique Reference: | FEMJQ | Verified by: | Ben Nichols |
| | | Date: | 05-Dec-19 |

| | |
|--------------|--|
| Description: | Formal education sessions to Museum of the Jewellery Quarter |
|--------------|--|

| | | |
|---|---------------------------|-----|
| Does this Assessment include any specific areas of Risk ? | Activity risk assessment? | Yes |
| | Area risk assessment? | Yes |

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

1

| Hazards & Consequences | 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) | | | | |
| Disembarking; traffic where roadside parking used | Coach drive to pull up in the coach bay on Branston Street at the side of the museum. Teachers to supervise students safely onto the premises. | 4 | 1 | 4 |
| Uneven surfaces and slippery floors. Causing Slips, trips and falls | Verbal warning given when surfaces are uneven and walking up and down steep stairs. | 2 | 1 | 2 |
| Handling artefacts using cuts and bruises | Verbal instruction in how to handle the object. Students to be supervised by staff | 2 | 1 | 2 |
| using jewellery tools in self lef activities | Berbal instruction given by school staff and supervised in using the tools. | 2 | 2 | 4 |

Ergonomic (physical factor within the environment that harms the musculoskeletal system. E.g. repetitive movement, manual handling, uncomfortable workstation height & poor body positioning)

| | | | | |
|--|--|--|--|--|
| | | | | |
| Chemical (could affect a workers health, gases etc which can cause harm through skin, inhalation, injestion 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)

Based on the answers, the average Severity and Probability and overall Initial Risk Rating are outlined below.

| | | | |
|-----------------|--------------------|----------------------------|----------|
| Severity | Probability | Initial Risk Rating | 3 |
| 3 | 1 | | |

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

| Action | Action Owner | Target Completion | Comment | Status |
|--------|--------------|-------------------|---------|--------|
| | | | | |
| | | | | |

Supporting Documentation

| | | | | | |
|----|--|----|--|----|--|
| 1. | | 2. | | 3. | |
| 4. | | 5. | | 6. | |

Yes / No

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

No

Who Might Be Harmed

| | | |
|--|------------|---------------------------------|
| Employees | Group Name | Learning and Engagement Officer |
| Individual Employee | Name(s) | |
| Public | | School pupils and teachers |
| Cleaners | | |
| Security | | |
| On Site Service Personnel/visiting Contractors | | |
| Vulnerable People | | |
| Others | | |

Residual Hazards

ONLY REQUIRED IF ADDITIONAL CONTROLS TO BE IMPLEMENT: Based on the answers given ABOVE and with the CONTROL MEASURES and ACTIONS implemented, estimate the SEVERITY and PROBABILITY of that outcome happening.

| | | | |
|---------------|-----------------|------------------------------------|----------|
| Hazard | Severity | Overall General Risk Rating | 0 |
| | | | |

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

Probability

| 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 |
| 5 Fatality, major injury / critical ill health | 5 Almost Certain |

| Risk |
|--|
| 1 - 4 Monitor and maintain controls |
| 5 - 9 Improve controls |
| 10 - 25 Cease activity until corrected |

Approval Section

I confirm that the above controls have been put in place:

| | | | |
|------------------------|--|----------------------------|-----------|
| Name and Title: | Katherine Bosworth (Learning and Engagement Manager) | Date Approved: | 05-Dec-19 |
| Signature: | Katherine Bosworth | Revision Frequency: | 1 year |

Managerial Review

Review of additional control measures (if applicable):

| | |
|---|-----|
| Where the additional controls satisfactory? | Yes |
| Are any other additional controls required? | No |

| | | | |
|------------------------|-----------------------------------|----------------------------|------------|
| Detail: | | | |
| Name and Title: | Ben Nichols (Museum Team Manager) | Date Approved: | 10/12/2019 |
| Signature: | <i>Ben Nichols</i> | Revision Frequency: | 1 year |

8

Further Review:

| | | | |
|------------------------|--|----------------------------|--|
| Detail: | | | |
| Name and Title: | | Date Approved: | |
| Signature: | | Revision Frequency: | |

| | |
|---|--------|
| When should this be reviewed next? | 1 year |
|---|--------|