

HAZARD & RISK ASSESSMENT

Assessment Number 1

Hazard and Risk Assessment Summary

School/Dept Lapworth Museum of Geology
School of Geography, Earth & Environmental Sciences
University of Birmingham

Location of Activity Lapworth Museum
Education Room

Date of Assessment 26/02/2025

Assessor Dr J Atterby

Activity Assessed EYFS, KS1 and KS2 School and Home Education Visits to the Lapworth Museum of Geology
(Attach protocols)

Assessment of Hazard and Risk									Control Measures Required	
HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)	PERSONS AT RISK (See key, Indicate number)	PERSONAL HARM?			LIKELIHOOD of HARM?					
		F	Mj	Mn	Y	Pr	Po	R		
Traffic on the university ring road.	Yp & V			✓			✓		<ul style="list-style-type: none"> If arriving by Minibus/coach. Minibus/coach will set-down, park and pick up, from a designated parking area (North Car Park semi-Circle). Visiting school staff will be responsible for supervising the party when alighting from the minibus on arrival, walking across campus to the museum, and boarding at the time of departure. Environment kept clear of obstructions, spills etc. Accompanying staff from school responsible for sensible behaviour of their pupils*. Pupils should not eat in the museum gallery as messes can create slipping hazards, Visiting group to be instructed, supervised, and expected to take care, with regards to glazed cases. Accompanying staff from school responsible for appropriate behaviour of their pupils in the museum environment*. Pupils will be examining large geological specimens, but will not be moving these items. The only materials to be picked up and moved/examined will be small appropriate size objects. Instructions will be given about holding these safely and not raising them over head. If a visitor breaks a specimen, inform the museum staff right away and do not try to fix or conceal the damage. There is no punishment for breaking any handling specimens. Museum Staff will encourage hand washing before and after an object handling session. Hand-sanitiser will also be made available in the Museum space. If any member of the group develops COVID-19 symptoms, they should not visit*. If a museum staff member develops COVID-19 symptoms, the visit will be cancelled or downgraded to a self-led visit. All electrical items used within the Department are subject to appropriate electrical safety tests. 	
Slipping & Tripping	Yp & V			✓			✓			
Museum environment with glass display cases	Yp & V			✓			✓			
Manual handling				✓				✓		
COVID-19 risks	Yp & V & S		✓				✓			
Electricity	Yp & V			✓				✓		

*Failure for visitors to act on these measures may result in the group being blacklisted.

Key	PERSONS AT RISK		PERSONAL HARM?		LIKELIHOOD		Risk Significance					Date for Review	26/08/2025	
	Ug	Undergraduate	F	Fatality	Y	Yes/ Very High	F	Y	Pr	Po	R			✓ = Significant risk
	Pg	Postgraduate	Mj	Major Injury	Pr	Probable	Mj	✓	✓	✓	✓			
	S	Staff	Mn	Minor Injury	Po	Possible	Mn	✓	✓	X	X			X = Insignificant risk
	C	Contractor			R	Remote								
	V	Visitor												
	Pa	Patient												
	Pu	General Public												
	Yp	Young Person												
	Nm	New/Expectant Mother												
Major Injury: Loss of or broken limb														
Loss of or damaged eye														
Loss of consciousness														
Acute illness needing medical treatment														
Permanent ill health or disability														
g:\aww7text\guidance\17ra.do														
19.12.00														

Major Injury: Loss of or broken limb
 Loss of or damaged eye
 Loss of consciousness
 Acute illness needing medical treatment
 Permanent ill health or disability

g:\aww7text\guidance\17ra.do
 19.12.00

Additional Notes:-

1. Fire Evacuation Procedures:-

- The visiting group will be instructed in *Fire Evacuation Procedures* on arrival.

2. First Aid Cover.

- The building in which the Lapworth Museum is located near to the University Security Department whose staff are trained in first aid and are on emergency call if needed.

3. Toilet facilities:-

- Toilet facilities are available within the Museum, including an accessible toilet.

4. Lunch:-

- Packed lunches are not advised to be consumed within the museum.

5. Accessibility:-

- The Museum is 100% accessible to those with physical disabilities. There is an accessible toilet on site. Details of our full accessibility statement can be provided on request.

6. Staffing ratios

- We ask that the ratio of adults to pupils meet the following criteria:
 - Age 6 yrs (KS1) and under: 1:5
 - Age 7 (KS2) to 18 yrs: 1:10

7. COVID-19:-

- Visiting groups will be fully briefed on arrival at the Museum regarding Health and Safety protocol, including the current COVID-19 safety measures. The Lapworth Museum will monitor and modify its response to COVID-19 in line with direction from the University of Birmingham, but also from the museum sector via the University Museum's Group (UMG) and Association of Large Visitor Attractions (ALVA).