

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	08/11/2023
Assessor	E. Goodger	Activity Assessed (Attach protocols)	EYFS, KS1 and KS2 School and Home Education Visits to the Lapworth Museum of Geology		

HAZARD (List only hazards from which there is a significant risk of serious harm under foreseeable conditions)	PERSONS AT RISK (See key, Indicate number)	Assessment of Hazard and Risk						Control Measures Required	
		PERSONAL HARM?			LIKELIHOOD of HARM?				
		F	Mj	Mn	Y	Pr	Po		
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.
Slipping & Tripping (From museum environment with polished floors & furnishings.)	Yp & V				✓			✓	<ul style="list-style-type: none"> Environment kept clear of obstructions etc. Accompanying staff from school responsible for sensible behaviour of their pupils.
Museum environment with glass display cases	Yp & V				✓			✓	<ul style="list-style-type: none"> 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.
Volcano Experiment (if used)	Yp / V /Pu				✓			✓	<ul style="list-style-type: none"> Visitors will be briefed on safe use of pipettes and equipment. Experiment using no substance hazardous to health (a combination of vinegar, bicarbonate of soda and food colouring, or fizzy drinks and mints). Accompanying adults/parents/guardians are responsible for appropriate behaviour of the children in their care, in the museum environment.
Use of Salt dough for creating fossils and accidental consumption (if used)	Yp / V /Pu				✓			✓	<ul style="list-style-type: none"> Group instructed to wash hands after the session has finished. Toilets will be identified for handwashing Group instructed not to eat the salt dough.
Manual handling					✓			✓	<ul style="list-style-type: none"> 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
COVID-19 risks	Yp & V & S		✓				✓		<ul style="list-style-type: none"> 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 a member of the group develops COVID-19 symptoms, they should not visit.

Electricity	Yp & V	✓	✓	• All electrical items used within the Department are subject to appropriate electrical safety tests.
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Key	PERSONS AT RISK		PERSONAL HARM?		LIKELIHOOD		Risk Significance					Date for Review
	Ug	Undergraduate	F	Fatality	Y	Yes/ Very High	F	Y	Pr	Po	R	
Pg	Postgraduate	Mj	Major Injury	Pr	Probable	Mj	✓	✓	✓	✓	✓	19/10/2023 Or earlier should COVID-19 guidance change.
S	Staff	Mn	Minor Injury	Po	Possible	Mn	✓	✓	✓	✓	✓	
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

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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).