### HAZARD & RISK ASSESSMENT

**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 |
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<tbody>
<tr>
<td>Assessor</td>
<td>E. Goodger</td>
<td>Activity Assessed</td>
<td>EYFS, KS1 and KS2 School and Home Education Visits to the Lapworth Museum of Geology</td>
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#### Assessment of Hazard and Risk

**HAZARD**
(List only hazards from which there is a significant risk of serious harm under foreseeable conditions)

<table>
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<tr>
<th><strong>PERSONS AT RISK</strong></th>
<th><strong>PERSONAL HARM?</strong></th>
<th><strong>LIKELIHOOD of HARM?</strong></th>
<th><strong>Control Measures Required</strong></th>
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<td><strong>F</strong></td>
<td><strong>Mj</strong></td>
<td><strong>Mn</strong></td>
<td><strong>Y</strong></td>
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<td>Traffic on the university ring road.</td>
<td>Yp &amp; V</td>
<td>✓</td>
<td>✓</td>
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| Slipping & Tripping (From museum environment with polished floors & furnishings.) | Yp & V | ✓ | ✓ | • 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 | ✓ | ✓ | • 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 | ✓ | ✓ | • 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 | ✓ | ✓ | • 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 | | ✓ | ✓ | • 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 | ✓ | ✓ | • 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. |
### 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:
  o Age 6 yrs (KS1) and under: 1:5
  o 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).