

Canterbury City Council Risk Assessment Form

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| Name of Assessor | | Location | Canterbury Roman Museum | Risk Assessment Reference | |
| Date of Assessment | April 2025 | Review Date | March 2026 | Associated SSoW Reference(s) | |
| Activity / Process / Task that is being carried out: School/group visit to Beaney House of Art and Knowledge and Library | | | | | |

| What are the hazards? | Who may be harmed and how? | Current controls | Risk rating (LxS) | What further action is needed to control the risks? | Person(s) responsible for any new controls & date complete | New risk rating (LxS) |
|-----------------------|---|---|-------------------|---|---|-----------------------|
| Traffic | All – traffic accidents. Death, Major Injury, 7-day injury | Coaches advised to use designated drop off point at Canterbury Bus/Coach Station. | M | Group leaders to supervise children at all times. Children to walk slowly in pairs and to cross roads only with adult supervision. Children must be supervised by adults at the recommended ratios. | School staff | L |
| Lost children | Children – being separated from their groups | There is only one entrance/exit to the museum, which is supervised by a member of staff Group leaders are responsible for and should supervise children at all times and keep a regular head count. Groups are advised to stay close together, with leaders at front and back of group. Children must be supervised by adults at the recommended ratios. | L | Museum staff follow lost/ found child procedure | Museum staff | L |
| Trip/slip hazard | All – slip/ trip accidents. Death, Major Injury, 7-day injury, minor injury | Route around museum kept clear and free from trip /slip hazards. If the floor is wet, or there is essential work taking place, these areas will be cordoned off | M | Elicit from students how to move safely round the museum and why this is important | School Staff before Museum visit, Museum staff at start of museum visit | L |
| Toilets | Children – being separated from their groups | An accessible toilet is shared with members of the public. We advise that toilet visits are supervised by teachers. | L | Group leaders to supervise toilet visits. | School Staff | L |

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|-------------------------|--|--|-------------------|---|--|-----------------------|
| First Aid | All – Major Injury, 7- day injury, minor injury | There are up to date first aid kits in all museums. Staff will call for medical assistance if required. | L | Teachers are responsible for giving first aid for their own group while on museum premises. | School staff | L |
| Emergency evacuation | All – Death, Major Injury, 7- day injury, minor injury | All school parties must register at the reception desk on arrival. The museum has a current fire certificate and staff have been trained in evacuation procedures in the event of fire alarm or other emergency, please follow their advice. | M | During a facilitated workshop: Keep children calm and follow instructions from staff to evacuate the building. When unaccompanied by museum staff (for example, during lunch times): Be responsible for evacuating your group via the nearest fire exit. | Museum staff during facilitated visit, School staff and Museum staff during self-led visit | L |
| Theft of personal items | All | Groups advised to keep valuable items with them at all times. Coats/bags can be left at owner's risk in cloakroom area. | L | Children to keep any valuables with them at all times, and ideally not bring valuable items. | School Staff before and during Museum visit, Museum staff at start of museum visit | L |
| Museum artefacts | All – Major Injury, 7- day injury, minor injury | All high value artefacts are cased in museum standard display cases with safety glass. Uncased artefacts and other display/ handling materials have been assessed and are nonhazardous. Heavy or unstable artefacts have been secured. A member of the museum team will highlight correct handling procedures for items in hands-on area. Artefacts used in hands-on sessions are clean and safe to use. | L | Inform children about treating artefacts with respect, and not to touch uncased artefacts unless given permission to do so. Students to be told to listen carefully for advice including object handling advice from museum staff. Artefacts used in hands-on sessions have no sharp edges, except replica brooches which may have a pin fastening on the back. Ensure students clean their hands thoroughly after handling resources and objects | School Staff before and during Museum visit, Museum staff at start of museum visit | L |
| Craft activities | All - 7- day injury, minor injury | Where sharp tools and/or safety equipment are required proper instructions in their safe use will be provided by museum staff | L | Group leaders to ensure this advice is understood and adhered to by pupils. Ensure cleans their hands thoroughly after handling resources and objects. Inform the museum of | School Staff before and during Museum visit, Museum staff at start of museum visit | L |

| What are the hazards? | Who may be harmed and how? | Current controls | Risk rating (LxS) | What further action is needed to control the risks? | Person(s) responsible for any new controls & date complete | New risk rating (LxS) |
|-----------------------|-----------------------------------|--|-------------------|---|--|-----------------------|
| | | | | any materials or items that the group will be unable to use. | | |
| Cleaning / Hygiene | All - 7- day injury, minor injury | Museum staff will sanitise their hands regularly. Resources that are suitable for regular cleaning will be cleaned before and after the visit. Additional sanitiser stations will be available throughout the building including entrance and exit points. There is a daily deep clean of the museum that will occur the morning before your group visit. Regular cleaning of hard surfaces, railings, door handles will be carried out daily by the external cleaning company. Additional cleaning may need to be carried out on an ad-hoc basis by all staff or Duty Officers. Air circulation: the museum has a supply and extract of fresh air | L | Ensure that the group sanitise their hands upon arrival and when departing the museum as well as during the visit as appropriate. Hand sanitising stations are available throughout the building and sinks are available near lunch spaces. | School Staff before and during Museum visit, Museum staff at start of museum visit | L |

Signature of Assessor:

Date Signed:

Amendment Control

| Version Number | Reason for Review / Change | Detail of Changes Made | Review / Changes Made By | Date Review / Changes Made |
|----------------|----------------------------|------------------------|--------------------------|----------------------------|
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Canterbury City Council Risk Assessment Matrix

This matrix is suitable for all the activities that the council undertakes.

| Severity (S) | | | | | |
|---------------------------|------------|-------------------|---------------------|-------------------|-----------|
| Risk Rating Matrix | Death 5 | Major Injury 4 | '7 Day' Injury 3 | Minor Injury 2 | None 1 |

| | | | | | | |
|-----------------------|--------------------|----|----|----|----|---|
| Likelihood (L) | Certain 5 | 25 | 20 | 15 | 10 | 5 |
| | Very Likely 4 | 20 | 16 | 12 | 8 | 4 |
| | Possible 3 | 15 | 12 | 9 | 6 | 3 |
| | Unlikely 2 | 10 | 8 | 6 | 4 | 2 |
| | Very Unlikely 1 | 5 | 4 | 3 | 2 | 1 |

| Key to Shading | | |
|-----------------------|---------|---|
| High | 15 - 25 | Management must look to reduce the level of risk to medium or low by installing appropriate control measures. |
| Medium | 5 - 12 | Additional control measures should be identified to reduce the risk where reasonably practicable. |
| Low | 1 - 4 | Risks are well managed but control measures should be periodically evaluated to ensure they remain effective. |

| Definitions of Likelihood | | |
|---------------------------|---|--|
| Certain | 5 | Has happened before and is expected to happen on this occasion. |
| Very Likely | 4 | Has happened before and is very likely to happen on this occasion. |
| Possible | 3 | Has been known to occur and it may happen on this occasion. |
| Unlikely | 2 | Has been known to occur before but no reason to suggest that it will happen on this occasion. |
| Very Unlikely | 1 | Has never happened before and there are no reasons to suggest it will happen on this occasion. |

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

‘Major Injury’ shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.