

Likelihood		Severity	
Extremely unlikely	1	Minor injury (first time visit)	1
Unlikely	2	Moderate injury (lost time accident)	2
Likely	3	Serious injury (RIDDOR reportable)	3
Extremely likely	4	Major injury (RIDDOR reportable)	4
Almost certain	5	Catastrophic injury (fatality)	5

		Severity				
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Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25



RISK ASSESSMENT

Ref: BMM/LED/01	Plant/Location: British Motor Museum Dept/Area: LLL/Education	Activity/Process being assessed: <b>General Museum Visits for Education Groups</b>	Assessors: E Rawlinson, C Broader	Issue Date: June 2023 Review Date: <b>May 2024</b>
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Task	Hazard	Persons Affected	Risk	Current Control Measures	Current Risk Rating (L x S = Total)			Revised Control Measures	Revised Risk Rating (L x S = Total)		
					L	S	T		L	S	T
Children disembarking/embarking the coaches or other vehicles	Moving vehicles on site - possible collision with pedestrian	V/Y P	Personal injury/fatality	All coaches to park in designated coach drop off point. Other vehicles transporting pupils to park in car park. Pupils to be supervised by their teachers/helpers as they disembark/embark the coach or other vehicle and directed to cross the road at the designated crossing point. BMM staff and volunteers to wear high vis jackets when supporting students on and off coaches or other vehicles and to the Museum building. One BMM staff member to block any crossings.	2	3	6	Site speed limit of 15mph. Teacher/helper to ensure crossing is safe before allowing children to cross	1	3	3
Assembling in entrance area	Children talking to or walking away with stranger	YP	Child abduction	All children to be supervised by their teachers/helpers at all times. BMM operates CCTV in all public areas. All staff (BMM & School) to be vigilant when school groups are on site	1	4	4				

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Children utilising public toilets on site	Children talking to or walking away with stranger	YP	Child abduction	Children to be supervised at all times by their teachers/helpers. It is advised that the school should bring both male and female teachers/helpers with mixed groups of children. If this is not possible, the disabled toilets may be used. If children are of KS1 age, it is possible to allow a female member of school staff to supervise both boys and girls in the female toilets. Only paid members of the Learning Team should support schools taking students to the toilets not Volunteer staff on their own. Paid BMM staff should ensure that the toilets are free from members of the public or other BMM staff before allowing children in. Once the students are at KS4 age and higher, use of the toilets without the support of BMM staff is at the school staff's discretion.	1	4	4				

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Use of lifts on site	Children trapping fingers	YP	Crush injury to fingers	Verbal warning issued to children by BMM Staff member if the lifts are used as part of the session, otherwise groups are discouraged from using the lifts. Lifts on site are regularly serviced and maintained, all lifts have sensors fitted as standard to negate the doors closing when obstruction is in the way. Children to be supervised at all times by teachers/helpers.	2	1	2				
Use of escalators on site	Children tripping/falling	YP	Personal injury	Teachers/helpers to inform BMM staff if they plan to use the café. Otherwise children should not need to use the escalators. Escalators on site regularly serviced and maintained. Child safety guards fitted to the escalators. Children to be supervised at all times by teachers/helpers.	2	1	2				
Using large heavy doors on site	Children trapping fingers	YP	Crush injury to fingers	Children to be supervised by teacher/helper at all times. Access through door to be via the newly installed power operated doors for ease of use and safety.	1	1	1				

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Use of "behind the Wheel" and "Under the Skin" interactives	Children tripping/falling or trapping fingers	YP	Personal injury	BMM Staff to brief children and teachers/helpers to take care at all times when climbing in/out of vehicle. Children to be supervised at all times by teachers/helpers, including limiting the number of children using interactives/exhibits at one time. Spectators advised to stay well back from moving exhibits.	2	1	2				
Experiencing the double decker bus exhibit	Children falling from top deck	YP	Personal injury/fatality	Children advised that they are not to go onto the bus unsupervised. Teachers/helpers to supervise their groups at all times. Children are not allowed to climb to top deck of bus.	1	4	4				
Accessing mezzanine level	Tripping or falling on stairs	YP/V	Personal injury	BMM Staff to warn children to take care when using stairs and not to run. Anti slip properties fitted to stair treads. Children advised to hold hand rail and must be supervised by teachers/helpers at all times	1	1	1				

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Use of clip boards and pencils	Tripping or falling	YP	Puncture wound or other personal injury	Children to be supervised at all times by their teachers/helpers including when on self led aspects of the visit. This is to be made clear to school staff upon booking and arrival.	1	3	3				
Children taking part in Museum walks	Children talking to or walking away with stranger	YP	Child abduction	Children to be supervised at all times by their teachers/helpers and BMM staff. BMM staff to remind children to stay with their groups when out of the classroom environment. BMM operates CCTV in all public areas.	1	4	4				
Use of blue folding chairs during workshops	Falls, bumps & bruises	YP	Personal injury	Children to be supervised at all times by their teacher/helpers and BMM staff. BMM staff to remind children to sit properly on the chairs. Chairs to be sanitised prior to each use.	2	2	4				

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Use of craft materials such as paper, scissors & glues	Children using craft material incorrectly	YP	Paper cuts, puncture injuries, ingestion of glue or allergic reaction	BMM staff to warn children to take care when using craft supplies and equipment. Children to be supervised by BMM and school staff during craft activities. First Aid and emergency provision available. Low and non toxic glues and materials used along with child friendly scissors and other equipment which are all suitable for children to use.	1	2	2				
Use of children's play area on site	Slipping/tripping	YP	Personal injury	See risk assessment BMM-OP-03. All control measures contained within this risk assessment to be adhered to.							
Date Revised.		Reason for Revision.		Name							

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04/05/2023			Following annual review.	Claire Broader							