

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
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### RISK ASSESSMENT

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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. All pupils to be advised to socially distance by teachers/helpers unless they are part of a school "bubble".	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				
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 staff to supervise both boys and girls in the female toilets.	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.	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				
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.	1	3	3				

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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	2	2	4				
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.							

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<b>COVID-19 CONTROLS</b>											
General attendance at the museum	Serious ill health	OP /O E/V /YP	Contracting coronavirus or serious ill health conditions	All government guidance to be followed (www.gov.uk/coronavirus). Signage in place reminding all not to enter the building if displaying coronavirus symptoms. All persons must wear a face covering if over the age of 11 years and social distance at all times. Signage in place to encourage regular hand washing/sanitisation. Hand sanitisers in place at key points throughout the buildings. Persons with skin conditions/issues must only use soap and water. Full sanitisation of the buildings completed prior to re-opening and increased cleaning/sanitising regime in place. <b>Any person with symptoms of coronavirus must self isolate as per all up to date guidance from the government/NHS guidelines.</b> If the person lives with someone who has any symptoms, they must remain at home as per all up to date government advice (www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). "One way" systems in place where necessary. Hand sanitiser available for use by all.	1	5	5				

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Entry/Exit Points	Social distancing being achieved	OP /O E/V /YP	Contracting coronavirus or serious ill health conditions	Signage in place reminding visitors not to enter the building if displaying coronavirus symptoms. Queue lines marked on floor to ensure social distancing. "One way entry & exit" systems put in place. Doors held open where possible to limit contact points. BMM Staff, teachers/helpers to positively promote social distancing amongst visiting pupils/groups. Hand sanitiser in place for use by all.	1	5	5				
Viewing of exhibits	Serious ill health / Spread of virus	OP /O E/V /YP	Contracting coronavirus or serious ill health conditions	Signage in place reminding visitors not to enter the building if displaying coronavirus symptoms. Museum visitor numbers reduced to ensure social distancing. Designated routes around the Museum and Collections Centre in place where possible. Interactive exhibits will have sanitising wipes in place to enable visitors to sanitise prior to use. Some exhibits will be unavailable for use if they cannot be made safe. BMM Staff, teachers/helpers to positively promote social distancing amongst visiting groups/pupils. Hand sanitiser in place for use by all.	1	5	5				

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Museum Tours	Serious ill health / Spread of virus	OP /O E/V /YP	Contracting coronavirus or serious ill health conditions	Museum tours will be suspended due to social distancing requirements. Museum/Education staff available to offer any information that may be sought by visiting groups/pupils.	1	5	5				
Children attending site	COVID-19	OP /O E/V /YP	Contracting coronavirus or spreading the virus leading to illness or fatality	Children to be under the supervision of their teacher/helper at all times. All staff to actively encourage teachers/helpers to ensure children are supervised and request they do so if children are not adhering to social distancing. Any child over the age of 11 must wear a face covering.	1	5	5				
Washrooms	Serious ill health/spread of virus	OP /O E/Y P	Contracting coronavirus or serious ill health conditions	Electronic entry system to all washrooms installed to limit numbers and encourage social distancing. Majority of washrooms fitted with contactless handwashing facilities and doorless entry. Use of disabled facilities by all with priority given to disabled persons. Designated queue line in place. Increased cleaning/sanitising regime in place.	1	5	5				

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Cleaning	Serious ill health/spread of virus	OP /O E/Y P	Contracting coronavirus or serious ill health conditions	Full sanitisation of the buildings undertaken prior to re-opening. Ongoing increased cleaning regime in place throughout to include regular sanitising of all high contact areas, cleaning operatives to wear gloves at all times and adhere to all control measures set out in their company policy and risk assessments. Additional sanitising products in stock to cope with demand. Hand sanitiser in place for use by all.	1	5	5						
General Hygiene	Serious ill health / Spread of virus	OP /O E/Y P	Contracting coronavirus or serious ill health conditions	Signage in place to encourage regular handwashing and hand sanitisation. All government/NHS advice to be followed at all times. Hand sanitiser provided at key locations around buildings. All areas regularly cleaned and sanitised. Increased sanitisation regime in place for high contact areas.	1	5	5						



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Persons falling ill with COVID-19 symptoms whilst on site	COVID-19	OP /O E/V /YP	Contracting coronavirus or spreading the virus leading to illness or fatality	If any person falls ill with COVID-19 symptoms whilst on site, they must return home via their own transport if they are able to do so. No persons with symptoms to be allowed to use public transport i.e. bus or coach. If necessary call for an ambulance or call NHS 111 for further advice/support to transport the person in a safe way. Whilst waiting for transport the person who has fallen ill MUST be isolated from all other people on site. After the isolation, the room used must be locked off and signage put on door instructing no access for 72 hours from the time last used, after which time a full sanitisation of the room will be undertaken.	1	5	5						

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First aid treatment	Serious ill health / Spread of virus	OP /V	Contracting coronavirus or serious ill health conditions	In the event of first aid response, it will not be possible to maintain social distancing as recognised by the government guidelines. In this instance prior to any administering of treatment gloves, face shield and apron will be worn by the first aider. Faceshields will be kept in the first aid room. If possible all treatment will be administered in the first aid room. All first aid boxes will have gloves, masks and aprons. If treating persons outside of the first aid room a face mask, gloves and apron MUST be worn. If possible gloves and mask will be offered to the patient to limit any potential spread of the virus. Face shield must be sanitised after each use.	1	5	5						

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Persons believing they could be exposed to Covid-19 virus	Serious ill health	OP /O E/Y P	Contracting coronavirus or serious ill health conditions	Signage in place informing persons not to enter the building if displaying coronavirus symptoms. Any person with symptoms of coronavirus (new cough, sore throat, high temperature or loss of taste and/or smell.) must self isolate as per all up to date guidance from the government/NHS guidelines. If the person lives with someone who has any symptoms, they must remain at home as per all up to date government advice. All government guidance must be followed at all times ( <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice">www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice</a> ).	1	5	5							

Persons affected:

OP - operator M - maintenance OE - other employee C - contractor V - visitor T - trainee YP - young person PW - pregnant worker

Date Revised.	Reason for Revision.	Name