

RISK ASSESSMENT RECORD HS2.28



WORK AREA/ WORK ACTIVITY COVERED BY ASSESSMENT: **Dinosaur Isle – School visits within the museum.** RA NO: DRA1

PEOPLE AFFECTED: EMPLOYEES: Y CONTRACTORS: N VISITORS: Y MEMBERS OF PUBLIC: Y OTHER: volunteers / work experience students / school staff

ASSESSOR'S NAME: Trevor Price

DESIGNATION: Community Learning Officer

ASSESSMENT DATE: 7th March 2019, version 8

REVIEW DATE: March 2021

ITEM NO	HAZARD IDENTIFIED	POTENTIAL OUTCOME FROM HAZARD	EXISTING CONTROL MEASURES	FURTHER CONTROL MEASURES REQUIRED	ALLOCATED TO?	TARGET DATE	COMPLETED
1	Internal steel doors.	Heavy and may close quickly. Fingers may get trapped.	Dampening closures in place. All staff / teachers to monitor.				
2	Emergency exit doors.	Easy to open. Children could leave unnoticed.	Doors cannot be locked when the building is open, they are marked 'EXIT ONLY'. Adults should supervise pupils.				
3	Reconstructed landscape.	Possibility for children to climb on; resulting in falls, cuts and grazes.	Landscape is steep-fronted to dissuade climbing. All children are required to be under adult supervision and may be asked to keep off.				
4	Glass entrance doors, and glass dinosaur panels.	Not seeing and walking into, resulting in bumps.	All glass panels have transfers, or posters on them. Main entrance doors are sensed and open when approached.				

5	Glass case fronts.	Banging heads on glass.	All cases are visible, and stand on wooden bases. Glass is toughened and laminated. Baryonyx display case is twin-tier but has a wooden plinth.				
6	Stairs	Can become crowded with a large group. Risk of fall.	Edges of steps are colour-contrasted. Handrails are provided. Children should be told to ascend / descend in single file on their right.				
7	Object handling in the Education Room.	Some objects are heavy with the potential for dropping on feet etc. A shark jaw has sharp teeth.	Object handling in the Education Room is supervised and normally carried out when children are seated. Children are warned. With younger or infirm children – heavy or sharp objects should either be retained within the store, kept on the ground (heavy objects), or kept by an adult and shown to children.				
8	Object handling at the laboratory viewing doors.	Some objects are heavy with the potential for dropping on feet etc.	Objects are on a flat table, some are in trays. Lab staff will advise of any object that is heavy. Teachers should also supervise access.				
9	Robotic dinosaur with control panel.	Risk of trapping fingers in moving parts.	Area cordoned off with a barrier.				

10	Slips, trips and falls.	Sprains or fractures from falling over trailing cables, rubbish, or on spillages.	A daily housekeeping and cleaning is carried out prior to the museum opening; spillages are mopped up and signed; trailing cables are managed; stairs are lit and handrails are provided. The entrance area in the shop is well lit, and secured mats are placed inside entrances. Teachers are asked to ensure that pupils do not run inside the building. Advice is provided on a behaviour code of practice on the museum website. Loose items (like pencils and small items of shop stock) are picked up by staff as they find them.				
11	Fire.	If trapped, there is the risk of smoke inhalation, burns and death.	All fire exits and normal exits are signed. Access to exits and extinguishers are to be kept clear at all times. Evacuation procedures are displayed. Fire alarms are tested regularly. Fire extinguishers are provided. Waste bins are emptied daily.				
12	Edges and corners on displays, panels and stands.	Bruising from impact.	All edges are visible. Children should be instructed not to run around the museum if seen doing so.				

13	Sand-pits.	Pupils and staff could trip over the edge of the ground pit. Pupils could also get sand in their eyes, or get pyrite crystals stuck in bare knees.	The sand pits are visible; the ground-based pit has a raised edge with rolled wooden beading, and the interior is filled with soft-sand. Children should be instructed not to flick sand when seen doing so. An eye-wash station is available in the laboratory.				
14	Fire extinguishers.	Wall mounted fire extinguishers are heavy and could cause injury if dropped.	They are hung on hooks at lower level. Children are expected not to tamper with safety equipment. Supervision by school and museum staff ensures that risk is low. Special attention is paid by school staff to pupils with known behaviour problems.				
15	Display boards	Could topple if given enough of a push.	Children are not to run in the museum. (See 12. Above). Teachers and staff are to intervene if children are seen running in the galleries.				

REMEMBER! *THE EXISTING CONTROL MEASURES ARE WHAT YOU ARE DOING NOW. FURTHER CONTROL MEASURES ARE WHAT YOU NEED TO DO TO ACHIEVE AN ACCEPTABLE LEVEL OF SAFETY. RISK ASSESSMENT IS A CONTINUOUS PROCESS, ANY SIGNIFICANT CHANGE WILL REQUIRE RE-ASSESSMENT