

RISK ASSESSMENT

Date of Activity (if relevant)	n/a
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Date to be reviewed	March 2027
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Assessor	Charlotte Burford; Julia Edge
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Activity	School or group visits to Littlehampton Museum – self led.
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Details of supporting documents and relevant training. (e.g. checklists, licenses held, method statements, safety plans, site plans etc.)

Revisions	Notes
14.6.2023	Updated by Julia Edge
10.3.2026	Reviewed by Julia Edge, no changes

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Risk Rating = Severity x Likelihood

Severity	
1. Minor Injury/Loss	First aid only, no need to seek further medical attention.
2. Slight Injury/Loss	First aid administered but may need to seek further medical attention or take time off work. (under 7 days).
3. Serious Injury/Loss	Reportable injury that does not classify as 'Major' e.g over 7 days off work or an ambulance called for members of the public.
4. Major Injury/Loss	Fractures (other than fingers/thumbs and toes), unconsciousness, amputation, serious eye injuries, severe burns, life changing injury.
5. Death	

Likelihood
1. Rare
2. Unlikely
3. Possible
4. Very Likely
5. Certain to happen

Risk Matrix

Severity

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

Likelihood

1 2 3 4 5

LOW	Sufficient control measures in place, no further action required.
Any activity with a risk rating over 5 <u>MUST</u> be referred to the Town Clerk (DTC&RFO or ATC in his absence) before proceeding.	
MEDIUM	Risk not as low as reasonably practicable, apply further control measures.
HIGH	Activity must not go ahead until risk level has been reduced.

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	Hazard	Injury if harm should occur	Persons at Risk	Current Control Measures	Likely Severity	Likelihood of Occurrence	Risk Rating	Monitoring recommendations & who is responsible	Further Control Measures	Reduced Risk Rating
1	Navigating the Museum	<p>Trip and falls resulting in sprains or breaks</p> <p>Scratches / cuts from edges of free standing display cases in temporary exhibition space and/or in reception</p>	Staff, children, teachers	<p>Walkways kept clear: Sensible arrangement of tables, Bags and coats kept out of space, possessions kept under tables or in another room</p> <p>First aid kit available.</p> <p>Teachers always present.</p> <p>Children told to be careful whilst they are walking around the Museum and warned of any potential hazards – children are asked not to run in the Museum.</p>	2	1	2	Museum Curator, Museum Staff and Reception Staff, Caretakers	None	
2	Emergency Evacuation	Trips and falls resulting in sprains or breaks	Staff, children, teachers	<p>Evacuation Protocol explained.</p> <p>Evacuation supervised by LTC staff.</p> <p>First aid kit available.</p>	2	1	2	LTC Staff	None	

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				Teachers always present and warned about evacuation procedure prior to the start of the visit.						
3	Safeguarding of children	Child managing to leave the premises - potential for minor to major injuries (road traffic etc)	Children	<p>Agree with schools prior to visit safe levels of supervision – Teachers should follow school procedures to ensure enough supervision is provided.</p> <p>Regular headcounts of children throughout workshop and activities.</p> <p>Teachers to be in charge of a set number of children at a time.</p> <p>Reception manned and able to alert staff to anyone walking out.</p> <p>CCTV in operation.</p>	4	1	4	School Teachers, Museum Curator, Museum Staff.	None	
4	Museum Activities	Allergic reaction from materials (dressing up clothes, colouring in pens and pencils). Cuts and grazes.	Children	<p>Schools to pre warn Museum of students with allergies to ensure a safe environment for those visiting.</p> <p>Teachers to Supervise the party at all times.</p> <p>First Aider and First Aid kit available on site.</p> <p>Museum Staff to ensure items used for museum activities are not known to be common allergens.</p>	1	1	1	Museum Curator, Museum Staff and teachers.		

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Relevant sources of information used – Please tick as appropriate	
x	Manual Handling Operations Regulations 1992
x	MHSWR 1999
x	The COSHH Regulations 2002
	Control of Asbestos Regulations 2012
	The Control of Noise at Work Regulations 2005
	The Plant Protection Products Regulations 2012
	The Provision and Use of Work Equipment Regulations 1998
x	Littlehampton Town Council Accident Record books
	Littlehampton Town Council Asbestos records
	Any other:

Signed: _____

Job Title: Museum Curator _____

Date: _____

Signed: _____

Town Clerk/Deputy Town Clerk/Assistant Town Clerk

Date: _____