THE STAINED GLASS MUSEUM

General Group Visits Risk Assessment: Jan 2024

Activity	Hazard	Person(s) at risk	Risk Level	Control Measures	Risk Level Achieved	Further Action
Arrival/Departure	Stairs: Slipping; Tripping; Falling	Children, accompanying adults and Museum staff	Medium risk	Appropriate Health and Safety directions given as appropriate. Reasonable standards of cleanliness maintained. Any identified damages are reported to the Cathedral accordingly. Floor is kept clear of items. Hand rails are available on stairs. Appropriate supervision levels from accompanying adults. First Aider available (Verger). Any accidents are reported and recorded according to Museum procedures.	Low risk	None
Using the gallery space	Tripping; Falling	Children, accompanying adults and Museum staff.	Medium risk	Appropriate care and supervision levels given from accompanying adults. Health and safety instruction given on arrival to facilitated groups. First Aider available (Verger). Gallery inspected daily by staff to comply with cleanliness and maintenance standards. Any accidents reported and recorded according to Museum procedures. Any hazards are clearly marked.	Low risk	None
Using the workshop area	Stairs and Equipment: Tripping; falling; bumping; bruising; overcrowding	Children, accompanying adults and Museum staff	Medium risk	Appropriate care and supervision levels given from accompanying adults. Health and safety instruction given with regards to steps in and out of workshop area; steps marked with hazard tape to aid visibility. Maximum occupancy in place. First Aider available (Verger). Workshop area inspected before use to comply with cleanliness and maintenance standards.	Low risk	None

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				Any accidents reported and recorded according to Museum procedures.		
Using tables and chairs in the gallery and in the workshop area	Tripping on table/chair legs; trapping fingers between tables	Children and accompanying adults	Medium risk	Warning provided as necessary. Care and supervision by accompanying adults, ratio appropriate to age and size of group. First Aider available.	Low risk	None
Handling materials and equipment	Minor cuts and/or accidents from handling objects	Children	Medium risk	Clear instruction on appropriate handling of all materials and equipment given. Care and supervision by accompanying adults, ratio appropriate to age and size of group. First Aider available (Verger). Instructions to wash hands thoroughly after handling materials. Use of sharp and very small objects minimised. Non-toxic objects/materials/resources used. Objects and resources inspected and cleaned by staff as appropriate.	Low risk	None
Handling materials and equipment (glass fusing)	Minor cuts and/or accidents from cutting and handling glass	Children	Medium risk	Age-restricted activity. Clear instruction on appropriate handling and cutting techniques given. Protective eye-wear provided. Care and supervision by accompanying adults; ratio appropriate to age and size of group. First Aider available (Verger). Tools and resources inspected by staff as appropriate.	Low risk	None
Attending the Museum	Fire risks	Children, accompanying adults and Museum staff	Medium risk	Instruction on fire evacuation procedures and means of raising the alarm are provided to Museum staff. Groups given verbal instruction of fire evacuation procedures on arrival. Annual fire evacuation procedure carried out. Access to fire exits kept clear. Regular removal of combustible waste.	Low Risk	None

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				Electrical equipment kept away from combustibles and switched off when not in use.		
Attending the Museum	Child Protection (Public Space)	Children	Medium risk	Safeguarding Policy and Procedures in place. Safeguarding Policy shared with groups at point of booking. Group leaders aware of supervision responsibilities and ratios before arrival; children to be supervised by group adults at all times. Learning Officer, volunteers and freelancers DBS checked (Enhanced).	Low risk	None
Using the shop	Display Cases: Bumping; bruising; cuts (if glass broken); Steps: Tripping; falling	Children and accompanying adults	Medium risk	Group size monitored to avoid overcrowding. Care and supervision by accompanying adults; ratio appropriate to age and size of group. Shop displays secure and safely displayed. Steps marked in a contrasting colour to improve visibility.	Low risk	None