

Site or area assessed / or task assessed:				Date of Assessment				Assessor		Next review and reasons why review is required		
Rutland County Museum – Public Events												
Present: RCC staff, volunteers, public												
Identified Hazard			Risk Rating				Control measures or safeguards in place:	Observations and recommendations to improve safety:	Action req'd by whom	Date action req'd by:	Date action completed:	
Number	Hazard (the potential to cause harm):	How harm can occur and who could be harmed*:	Likelihood	Consequence	Risk Number	Level of Risk						
1	Moving Furniture and equipment	Back injury, trapped fingers in collapsible tables during room set-up. RCC staff Volunteers	2	3	6	M	Care to be taken when setting up furniture – set-up of furniture to be done by RCC staff	1. Organisers not to move equipment alone	RCC staff/Volunteers			
2	Slips, trips & falls	Trips on uneven stone and tiled flooring, steps, stray equipment, volunteers bags, etc. There is a variety of light levels in old buildings. RCC staff Volunteers Public	2	3	6	M	Irregular ad hoc clearing up and storage of equipment. The Suite is not open to the public during coffee morning. Volunteers to take care in garden area.	1. Volunteers to be informed of general housekeeping and safety procedures at start of event. 2. Clear away stray equipment. Perform checks to ensure floor is clear/secure trailing cables and spillages. Unnecessary obstacles that can be moved or removed to be dealt with prior to the event. 3. Members to take responsibility for their own possessions and that bags are not a trip hazard during the morning 4. Organisers will do everything they can to ensure light levels are more than adequate for the event taking place. Volunteers may need to allow a few seconds for their eyes to become accustomed to lower light	RCC staff RCC staff & Organisers Organisers & volunteers Volunteers			

									5. There may be classes of students/pupils or tourist groups arriving at the same time. RCM staff to ensure they keep their bags with them and don't leave them lying around for volunteers to trip on.	RCM staff		
3	Struck by vehicles	Arrival of cars at front of museum (very slow moving vehicles). RCC staff Public Volunteers	1	4	4	L	Restricted parking and pedestrian area at museum entrance.	1. On arrival volunteers should not tarry on the parking area, and enter the Museum building ASAP. Entry is via a push button door.	Volunteers			
4	Scalding	Burns and scalding from Kettle/urn RCC staff Public Volunteers	2	3	6	M	Separate kitchen area with serving hatch for refreshments. Trailing cables can be minimised.	1. Hot drinks to be served from the hatch designed for purpose, or from arranged table area away from emergency exit	Organisers			
5	Struck by falling objects	Display items on wall falling from a height. RCC staff Public Volunteers	1	4	4	L	Displays are secured to walls. RCC staff only are permitted to touch museum/castle displays and objects including those on the walls. There are signs in the museum concerning handling of displays.					
6	Building open to the public	Verbal or physical violence. RCC staff Public Volunteers	1	4	4	L	Public not to enter Colonel Noel Suite at the back – where the event will take place, and where necessary equipment will be set out.	1. Lead organiser will remind/inform members and volunteers of housekeeping requirements, toilet /emergency exit locations and courtesy expectations at the beginning of the event.	Organisers			
7	COSHH	Spillage/ingesting of Hazardous substances. RCC staff Public Volunteers	1	5	5	M	Hazardous substances kept out of public areas. Regular water quality checks. Separate hand washing and toilet facilities available for all attendees.	1. To be checked by organiser before opening to members. 2. Volunteers to inform organisers of any allergies before the event.	Organisers Volunteers			
8	Theft	Theft of personal or museum property/equipment. RCC staff Public Volunteer	2	3	6	M	Volunteers responsible for their own property/handbags etc. No expensive IT equipment to be used at event	1. Members to be reminded at beginning of event to keep their own property secure.				
9	Damage to equipment	Damage to personal/electrical equipment. RCC staff	2	3	6	M	Rutland County Council is not responsible for members own possessions	1. Members will be asked at the beginning of the session to be vigilant and careful of leaving equipment such as	Organisers			

		Public Volunteers					Kettle/urn likely to be only electrical equipment in use for event – PAT tested.	mobile phones on surfaces and bags on floor.			
10	Fire	Flammable substances/materials. RCC staff Public Volunteer	1	5	5	M	No smoking on the premises or in the grounds. Hazardous substances kept out of public areas. Provision of up-to-date fire extinguishers. Provision of fire alarm (a loud constant siren) and clearly labelled emergency exits. Phone available to alert emergency services.	1. Check there is clear access at all times to emergency exits. 2. Lead organiser to inform members of fire emergency arrangements/alerts etc at start of event. 3. RCM staff/organisers will evacuate the building in event of the fire alarm sounding. No-one should try and collect belongings. All participants to gather in the car park at the rear of the building	RCC staff / organisers Organiser		
11	First Aid	Accident to participants. RCC staff Public Volunteers	1	4	4	M	First aid box on site. An emergency first-aider will be available to call.	1. All participants to notify RCM staff/organiser in event of an accident. They will alert a first aider, administer first aid if required and/or call an ambulance if appropriate. The Museum requires the injured person or supervisory adult to provide details for the accident book. 2. Staff delivering session to check area at end of session and report any hazards to RCM staff	All Organisers		

Calculating Risk

Probability Factor	% Likelihood	Likelihood
1	0-20%	Highly unlikely
2	21-40%	Reasonably likely
3	41-60%	Even chance
4	61-80%	Highly likely
5	81-100%	Almost certain

Consequence Factor	Level of Injury	Injury Type	Consequence
1	Minor injury	Cuts and abrasions, Minor skin or eye irritations etc.	No lost time (sick leave not required)
2	Injury requiring first aid	Any injury that requires first aid	One to three days absence
3	Injury or industrial disease requiring medical treatment	Deep wounds, fractures, scalds, burns, eye injuries, respiratory infections, blindness or hearing loss	More than 3 days off. Reportable injury under RIDDOR
4	Serious injury or long term medical effects (industrial disease)	Loss of fingers, toes, damage to eyes, serious medical effects	Weeks or months off sick, hospitalisation. Reportable injury under RIDDOR
5	Major injury or fatality	Loss of limbs, sight, hearing, long term illness or death	Permanent disablement or long term sick leave. Reportable injury under RIDDOR

Multiply Probability Factor by Consequence Factor:

Results

Low Risk **L** = 1-4
 Medium Risk **M** = 5-12
 High Risk **H** = 15-25