

## Risk Assessment – Cornwall’s Regimental Museum

RISK	STEPS TAKEN TO MINIMISE RISK	LIKELIHOOD OF RISK HAPPENING	SEVERITY OF RISK
<b>Foyer, Stairs, walkways and outside areas</b> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>• Students and teachers are advised that running is not permitted.</li> <li>• Handrails in place on stairwells</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• Lighting on stairwells is automatic (movement sensors)</li> <li>• Students to be accompanied to different levels</li> </ul>	<b>Medium</b> <ul style="list-style-type: none"> <li>• Abrasions &amp; bruises</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• All areas of the museum are covered by an audio alarm.</li> <li>• Fire exits on all floors are clearly marked.</li> <li>• Large school groups to be instructed on evacuation procedure on commencing visit.</li> <li>• Museum staff to escort visitors to assembly point by war memorial outside front of building.</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• The museum conforms to all fire safety standards</li> <li>• Fire escapes are clearly marked and kept accessible.</li> <li>• Procedures are in place to evacuate the building</li> </ul>	<b>High</b> <ul style="list-style-type: none"> <li>• Fire and escape can result in a range of injuries from minor to severe or fatal. First Aid box and accident book are available in the admin office, an additional First Aid box is located the Museum Reception.</li> </ul>
<b>Handling Objects</b> <ul style="list-style-type: none"> <li>• Dropping an object</li> <li>• Cross contamination from object</li> </ul>	<ul style="list-style-type: none"> <li>• Handling of objects to be supervised by staff and be in suitable condition for use</li> <li>• Bugle horns – antiseptic wipes and dry tissues are in place for visitor to use prior to use with prominent instructions.</li> <li>• Clear notices “not to touch exhibits”</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• School groups will be supervised</li> <li>• General visitors are advised</li> <li>• School groups reminded not to touch items on display.</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• Abrasions and bruises</li> </ul>
<b>Art cart/Craft activity</b> <ul style="list-style-type: none"> <li>• Paper cuts, scissor cuts</li> <li>• Trip, slip or fall from items lying on the floor</li> </ul>	<ul style="list-style-type: none"> <li>• Scissors in box are child friendly with rounded tip.</li> <li>• Staff regularly check the area and ensure no items are the floor</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• Users will be monitored by staff or accompanying adults</li> </ul>	<b>Low</b> <ul style="list-style-type: none"> <li>• Minor abrasions or bruises if trip over</li> </ul>

<p><b>Raised cases and display equipment.</b></p> <ul style="list-style-type: none"> <li>• Slips, trips or falls from not noticing obstructions.</li> <li>• Bumping into display objects</li> </ul>	<ul style="list-style-type: none"> <li>• Regular patrols of the museum to ensure walkways are clear of clutter</li> <li>• Majority of display cases have rounded edges</li> </ul>	<p>Low</p> <ul style="list-style-type: none"> <li>• Automatic lighting in place</li> </ul>	<p>Low</p> <ul style="list-style-type: none"> <li>• Minor bruises or abrasions</li> <li>• First aid kit and accident book in admin office</li> </ul>
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