


Part A Assessment Details

Activity: School/Group Education Sessions

Location of activity: Brighton Toy and Model Museum

Address & Contact details	Brighton Toy & Model Museum 52-55 Trafalgar Street Brighton BN1 4EB	Names of Person(s) undertaking Assessment:	Madeleine Doyle Christina Bramble
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Museum Manager	Nick Gibson	Date of Assessment	04/10/2018
Signature:		Step 5 Planned Review Date:	04/10/2019
Insurance Details	Insurance Company: Axa Art	Policy Number: L00108625	
How communicated to staff:	Copy of Risk Assessment circulated to staff and verbal discussion.	Date communicated to staff:	During training

Part B Hazard Identification and Control Measures:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 Identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing Controls (Actions already taken to control the risk – include procedure for the task/activity where these are specified)
Entrance door sometimes left open	Children	Child could leave the building. Danger of traffic	Front of house staff aware of danger

Heavy entrance door	Pupils, teachers, visitors, staff	Could swing back and cause injury to those standing in front	Open door secured to outside wall with hook.
Toilet doors with sliding locking device.	Children, adults with disability	Children may be unable to open locked door	Children instructed not to lock toilet doors during initial safety briefing
Hazardous materials stored in workshop/office/resource room/kitchen/behind the counter & first floor storage area	Pupils, teachers, visitors, staff	Tripping/contact with hazardous materials/inhalation of dust/fumes	Barriers in place denoting areas which are out-of-bounds. Presence of front of house staff at all times. Pupils and their teachers made aware of these areas during initial safety briefing
Traction engine located in Reception area, has sharp, dirty, moveable parts	Pupils, teachers, visitors, staff	Cuts/puncture wounds	Do not touch sign clearly visible. Pupils and their teachers made aware of danger during initial safety briefing. Presence of front of house staff at all times
Heavy metal portable leaflet and postcard stands located in Reception area	Pupils, teachers, visitors, staff	Tripping/injury if object falls	Pupils and their teachers made aware of danger during initial safety briefing. Presence of front of house staff at all times
Glass fronted cabinets, some free-standing with sharp edges	Pupils, teachers, visitors, staff	Collision with object could cause impact injuries	Pupils and their teachers made aware of danger during initial safety briefing. Children also instructed not to run in the museum. Under no circumstances should anyone sit, stand or kneel on the glass cabinets
Short flights of stairs leading to main gallery and in addition, leading to Puppet Theatre display	Pupils, teachers, visitors, staff	Tripping	During initial safety briefing, pupils and their teachers made aware of danger and advised to hold rail when ascending/descending staircase
Portable floor fans and de-humidifiers located in museum gallery space	Pupils, teachers, visitors, staff	Electricity Cables may cause tripping hazard. Items may become caught in fan	Fans fitted with safety cages. Pupils and their teachers made aware of danger during initial safety briefing
Red plastic chairs throughout the museum	Children	Injury from falling may result from standing on the chairs	Pupils and their teachers made aware of danger during initial safety briefing
Hazardous materials stored in 'Dublo' workshop located off the museum gallery and areas beneath the layout	Pupils, teachers, visitors, staff	Tripping/contact with hazardous materials	Door is fitted with a sliding bolt and is kept locked at all times unless staff member present

Linoleum ramp leading to top arch	Pupils, teachers, visitors, staff	Slipping on slippery surface may cause injury	Pupils and their teachers made aware of danger during initial safety briefing. Children also instructed not to run in the museum
Electrics cupboard located off top arch. Also containing quantity of chairs on two- tiered stand, folded trestle tables and wheelchair ramp	Pupils, teachers, visitors, staff	Potentially hazardous electrical power inlet could cause injury as could heavy falling items	Door fitted with a sliding bolt and is kept locked at all times unless staff member present. Entrance to cupboard must not be obstructed and pupils and their teachers are made aware of this during initial safety
Wheelchair ramp when put in place with entrance through fire exit. Opening leads directly onto busy street	Pupils, teachers, visitors, staff	Metal ramp could cause injury during assembly and cause a tripping hazard when assembled. Children could leave the building via the fire exit. Danger of traffic	All visitors instructed to vacate area during assembly. Staff member present when fire exit door is open. Door closed when not in use. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Children also instructed not to run in the museum
Storage of coats and lunch bags/clipboards on the floor of the museum gallery	Pupils, teachers, visitors, staff	Tripping hazard	Coats stored in black plastic sacks and placed adjacent to wall as are clipboards. Lunch bags/boxes arranged singly around base of cabinets. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Children also instructed not to run in the museum. Lunches packed in large containers may be stored in and retrieved from the kitchen by museum staff
Children sitting on the floor during the session/handling activities/lunchtime. Sometimes sitting on rugs	Children, teachers, visitors, staff	Potentially unhygienic. Rugs could create slipping/tripping hazard	Sitting plan allows for a gangway. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Teachers instructed to bring hand gel on their Confirmation Form
Hot drinks served to adults during lunch break	Children, teachers, visitors	Danger of burns from spillages	Pupils and their teachers made aware of danger at lunch time
Partaking of drinks during snack and lunch break	Children, teachers, visitors, staff	Spillages could create a slipping hazard	Paper towels provided and slippery surface sign available if necessary
Standing behind trestle tables to take part in handling activities	Children, teachers, visitors, staff	Tables could collapse if not assembled correctly/pushed over	Tables checked for correct assembly before session begins. Pupils and their teachers made aware of dangers during initial safety briefing

Handling activities	Children, teachers, visitors, staff	Some handling objects/items are old and may not be washable, therefore potentially unhygienic. They may also be heavy, sharp or fragile and cause cuts, grazes or puncture wounds. Small items also pose a danger for those under 36 months	We ask that teachers and accompanying adults take a full and active role guiding their small group of children at all times and that children should be briefed as to appropriate behaviour, prior to the visit. Small items will not be available to children under 36 months. Teachers instructed to bring hand gel on their confirmation form
Puppet show with heavy wooden stage and lighting	Children, teachers, visitors, staff	Electric cable back of stage could cause tripping hazard. Lighting cases could become hot during the performance. Heavy stage could cause injury if pulled over. Dimmed museum lighting during performance could cause stumbling/tripping	Area cordoned off during assembly and the stage is not usually dismantled until after schools have departed. Low voltage 'cold' lights used which are switched off and removed immediately after performance. Back of stage out-of-bounds. Staff or teachers present at all times. During the initial safety briefing, pupils and teachers are instructed not to touch any part of the stage and a 'Do not touch' sign will be attached before and after the performance. Pupils and teachers made aware of the dangers of dimmed lighting before the performance. Full lighting will be resumed immediately after the show
In the event of fire	Children, teachers, visitors, staff	Burns and inhalation of smoke	Fire exits pointed out and evacuation procedure explained during initial safety briefing. Loud continuous bell sounds in an emergency

