

# Hornsea Museum

## Risk Assessment Report



Nature of risk	Probability of Risk high/medium/low	Potential Result	How the risk will be minimised
Fire	Low	Injury to visitors, school children, staff and volunteers. Damage to building fabric and museum collections.	Regular maintenance of fire extinguishers. Ensure smoke alarms are checked regularly. (mains supply or batteries) Ensure fire exits are clearly marked and kept clear. Training of staff and volunteers in evacuation procedures and location of fire extinguishers. Rubbish should be cleared away promptly, (paper and cardboard). Boilers and appliances to be kept free of clutter. Regular checks of electrical equipment.
The Well	Medium	Danger of persons falling down, particularly children.	Metal grill to be kept locked at all times.
Mangle	Medium	Danger of trapping fingers in the rollers or cogs.	No children allowed in wash-house unsupervised. Use of mangle to be supervised during Victorian activities sessions. Mangle immobilised when not in use. Remove belt to immobilise.
Stairs	Medium	Danger of falling.	No items to be left on the stairs at any time. Ensure handrails and carpets are securely fixed. Advise elderly and disabled visitors of the option of less steep stairs at the back of the building.
Museum Collection	Low	Danger of cutting, stab wounds and crush injuries.	Parents or teachers to supervise children at all times. No children under 16 admitted to the museum without an adult. Objects to be displayed in a stable position to prevent them from falling over, and ensure any fastening are secure. Mechanical artefacts to be immobilised where possible.

Glass display cases	Low	Danger of broken glass causing lacerations.	Recommend using safety glass or plastic film in all display cases. Children to be supervised at all times.
Hot Water	Medium	Danger of scalding.	Wash tubs etc only to be filled with luke warm water for Victorian activities. Temperature of public and staff toilets and kitchen tap water to be monitored and adjusted accordingly.
Disabled Access	Medium	Danger of wheelchair tipping over, causing injury to occupant and/or helper.	Ensure wheelchair users and their helpers are aware of availability of wheelchair ramps. If appropriate, staff member to assess premises with helper to assess the needs of a wheelchair user. If in doubt, staff member will advise against access to certain areas.
Child abuse	Low	Physical, mental or emotional abuse of children by adults, plus grooming.	Teachers or parent helpers should be present during all activities. Staff and volunteers references could be checked by telephone where possible. Child safeguarding policy is covered in detail in the volunteers handbook.

With regard to school parties, the Hornsea Museum Trust emphasises that the onus is upon teachers and parent helpers to ensure good discipline amongst their party. Children should be instructed not to touch the exhibits, for their own safety and the safety of those exhibits. Children should not be allowed to run around the museum, indoors or out. This must be enforced both on self guided visits and during Victorian activities. This information is included on school visit booking forms.

There are no additional risks at Hornsea Museum than a normal child would experience in a two-storey home or the average school.

There is a First Aid Kit on site. The museum education manager is trained in first aid.

If group organisers are concerned about any aspect of safety, it is recommended that they make a visit (free) to the museum in advance, to allay any of their concerns.

**Revised June 2015.**