

### Significant Findings of Risk Assessment

<b>Site / Premises:</b> Leicester Museums & Galleries	<b>Assessment Carried Out By</b>  <b>Name:</b> Imogen Cox  <b>Signature:</b> <i>Imogen Cox</i>	<b>Assessment Serial Number:</b>		
<b>Department:</b> Learning and Engagement		<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b> Active Learning Session Engagement Activity session  <i>This Risk Assessment is to be considered with the full site Risk Assessment.</i>	<b>Responsible Manager / Team Leader etc</b>  <b>Name:</b> Emma Buckler  <b>Signature:</b> Emma Buckler	27.08.20	27.08.21	

#### Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action: By Who?	Action; By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Active Learning Session</b>  <b>Engagement Activity session</b>	<ul style="list-style-type: none"> <li>- Staff</li> <li>- Volunteers</li> <li>- Service Providers</li> <li>- Placements</li> </ul> Transference of COVID19	<ul style="list-style-type: none"> <li>- Session Leader to hold a pre-activity COVID19 awareness briefing in addition to Social Distancing Measures and COVID19 signs and information across all public areas reminding:               <ul style="list-style-type: none"> <li>o All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds/ use hand sanitizing stations in the gallery prior to the session</li> <li>o Avoid touching your face / eyes / nose / mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the PPE bin. PPE bins are labelled and are positioned around the buildings. Museum staff and cleaners empty the bins. The waste will have been double bagged and quarantined for 72 hours before being placed in the general waste.</li> </ul> </li> </ul>	3	3	9	<u>For Leicester Museum &amp; Art Gallery:</u> Groups will access and depart the museum via the back entrance on Princess Road West.  <u>All museums:</u> Some members of the public may also be in the building too, however, most of the bookable visit time slots will be prioritised to a school group booking, which limits the public numbers.  On arrival the group lead will register the group's name, lead party name and group numbers for Track and Trace and for museum visit number statistics.			

- Maintain 2m distancing unless within a social bubble

Session Activity Delivery:

- Where possible Staff to maintain a safe distance between each other and service users. (2 metres).
- Service users must be encouraged to do the same (unless within a social bubble).
- Adult service users and children over 11 years of age must wear face coverings in accordance with government guidelines.
- Session Leader (Leicester City Council) staff must wear a visor and gloves when handling artefacts to be touched by others.
- Limit the number of persons in each room/area to follow social distancing guidance (unless in a social bubble).
- All persons are to sanitize their hands upon entering classrooms/galleries

Orientation around the museum:

- Service users must adhere to the one-way route around the museum.
- If the toilet is required whilst in the upstairs galleries during a learning session, the visitor lift must be used to go to the facilities which are on the ground floor and then it is to be used to go back up again. All pupils must be accompanied by an adult,

Hygiene:

Strict hygiene rules to be implemented, all museum staff and service users to be asked to do the following:

- Wash hands on entry.
- Use alcohol-based hand sanitiser.
- Wash hands every hour.
- Wash hands if face is touched.
- All hand contact surfaces to be cleaned throughout the day.

Schools:

- Staff are required to either only use cleaning products supplied by the school (or via EBS Building Cleaning Service, Leicester City Council)

		<p><u>Equipment:</u></p> <ul style="list-style-type: none"> <li>- Ensure all equipment used is cleaned before and after each session (including during the session).</li> <li>- All handling artefacts/objects will be quarantined for 72 hours after the session.</li> </ul> <p><u>Staff to staff interaction:</u></p> <ul style="list-style-type: none"> <li>- Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home.</li> <li>- Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home.</li> <li>- Physical contact is Not permitted</li> <li>- Close contact activities are NOT permitted (2 metre distance, unless within a social bubble).</li> </ul> <p><u>Activities and resources</u></p> <ul style="list-style-type: none"> <li>- All resources to be cleaned after use (including computers, if applicable) by museum staff. Session leaders will clean up after delivering a session. They will be provided with the appropriate PPE i.e. disposable nitrate gloves and alcohol wipes.</li> <li>- Handling objects and artefacts to be quarantined for 72 hours after the session.</li> </ul>						
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Scoring Table			Risk Scoring Guide								
<b>LEVEL OF RISK</b>	<b>OVERALL RATING</b>	<b>HOW THE RISK SHOULD BE TACKLED/MANAGED</b>	Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.								
<b>HIGH RISK</b>	<b>15-25</b>	<b>Immediate Management Action</b>									
<b>MEDIUM RISK</b>	<b>9-12</b>	<b>Plan for Change</b>									
<b>LOW RISK</b>	<b>1-8</b>	<b>Continue to Manage</b>									
			<b>I</b>	<b>H</b>	<b>P</b>	<b>S</b>	<b>C</b>	<b>F</b>	<b>IMPACT</b>	<b>SCORE</b>	<b>HEALTH &amp; SAFETY EFFECT</b>

Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
	<b>Impact (B)</b>					

**Risk Score**

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Likelihood Criteria (A)	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
Likelihood Criteria (A)	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.