

Significant Findings of Risk Assessment

Site / Premises: Leicester Museums & Galleries	Assessment Carried Out By Name: Imogen Cox Signature: <i>Imogen Cox</i>	Assessment Serial Number:		
Department: Learning and Engagement		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: Active Learning Session Engagement Activity session	Responsible Manager / Team Leader etc Name: Emma Buckler Signature: Emma Buckler	October 2021	October 2022	

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				
Active Learning Session Engagement Activity session	<ul style="list-style-type: none"> - Staff - Volunteers - Service Providers - Placements Transference of COVID19	<ul style="list-style-type: none"> - Session Leader to hold a pre-activity COVID19 awareness areas, reminding: <ul style="list-style-type: none"> 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 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 o Maintain 2m distancing unless within a social bubble <p><u>Session Activity Delivery:</u></p> <ul style="list-style-type: none"> - 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). 	3	3	9	<p><u>For school groups visiting Leicester Museum & Art Gallery:</u> Groups will access and depart the museum via the back entrance on Princess Road West.</p>			

		<ul style="list-style-type: none"> - Adult service users are advised to wear face coverings in accordance with government guidelines. - Session Leader (Leicester City Council) staff are advised to wear a visor or face covering - 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 <p><u>Hygiene:</u> Strict hygiene rules to be implemented, all museum staff and service users to be asked to do the following:</p> <ul style="list-style-type: none"> o Wash hands on entry. o Use alcohol-based hand sanitiser. o Wash hands every hour. o Wash hands if face is touched. o All hand contact surfaces to be cleaned throughout the day. <p><u>Schools:</u></p> <ul style="list-style-type: none"> - 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"> - Ensure all equipment used is cleaned before and after each session (including during the session). <p><u>Staff to staff interaction:</u></p> <ul style="list-style-type: none"> - Staff should only complete activities which relate directly to their job descriptions which can NOT be completed at home. - Teachers may only complete tasks relating to the Teachers Standards which can NOT be completed at home. - Physical contact is Not permitted - Close contact activities are NOT permitted (2 metre distance, unless within a social bubble). 							
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		Activities and resources: - All resources to be cleaned after use (including computers, if applicable) by museum staff.							
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Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		

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

Impact (B)					
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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.

Risk Scoring Guide

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.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	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 Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year

		Probable / Likely	4	Event is MORE THAN LIKELY 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	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	2	Event NOT EXPECTED . 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	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.