



Risk assessment for public access/use of the Museum's gallery

The following risk assessment is divided into two tables:

Table 1 shows risks which the Museum will control, and advise groups of. We will notify groups visiting the gallery of any unusual circumstances, such as contractors working in the gallery.

Table 2 shows risks in the galleries which teachers/group leaders need to make their groups aware of. A plan of the gallery will be provided showing where the fixed hazards are located.

TABLE1

HAZARD	RISK	PRECAUTIONS/CONTROL MEASURES
Trip hazards from electrical cables, tools being used in the gallery and general clutter	Injury from falls	All personnel (including Department cleaners) will be made aware of the dangers of leaving trip hazards in the gallery, such as electrical cables across gangways, tools, equipment etc.
Contractors working in gallery	Contractors will not be aware of local safety rules, thereby possibly leading to dangerous situations occurring	All contractors to be made aware of local safety rules (via a formal induction process), particularly relating to possible hazards to the public from any work which is being undertaken. All group leaders will be made aware of any unusual activity in the gallery, and any hazards that may be associated with the works
Redevelopment work	Injuries from equipment being used, such as scalpels, hand tools, & power tools	All areas of redevelopment work will be barricaded off. Personnel will be trained in safe management of any such areas and associated work
Public being able to access ladders	Falls from ladders after climbing. Trip hazard	Ladders will be barricaded off, & kept well out of public access
Fire	Being trapped in the building	Correct & clear signage. All group leaders will have fire precautions explained to them by a member of Museum staff

TABLE 2

HAZARD	RISK	PRECAUTIONS/CONTROL MEASURES
Front steps leading to Museum entrance: The front steps leading to the Museum entrance are steep and have a narrow awkward angle	Falls	Grip treads have been applied to the edge of the steps. However, group leaders must make their group aware of the hazardous nature of the steps. Groups should proceed in single file into the Museum
Steps in Jurassic pond area of the gallery: There is are platform lifts in this area of the gallery, but there are also a series of shallow steps, some of which are in a long L-shape	Falls	Group leaders need to make their group aware of the steps in this area. This is particularly pertinent when coming out of the newly redeveloped wing of the Museum (the Oak Wing), as you are immediately presented with the steps as you pass under the stone archway, and in a short distance another flight of steps in an L-shape. Groups must proceed in an orderly manner
Large specimens: Several of the large specimens are open and accessible, if they misused by climbing or pulling on elements of the specimens, parts could fall off	Individuals climbing/pulling large mounted specimens	Group leaders must not let any members of their groups climb or pull at large specimens. Please do not touch the specimens
Glass cases	Injuries from large areas of glass. Glass can fall in on table cases, causing damage to specimens	All the glass cases in the Museum are coated with safety film. However, it is advisable not to lean on the glass case tops as they are not designed to take this kind of pressure, and may collapse
Drawer knobs	Injuries from catching clothing on drawer knobs	Do not let group members run or rush past the cases
Sharp/hard edges of cases	Contusions and other injuries, from falling against cases	Do not allow any running in the galleries: Running can lead to falls and injuries