HAMPSHIRE CULTURAL TRUST

General Risk Assessment Template

Risk Rating = Likelihood x Severity

Activity Assessed	Skeletons and Movement KS2
Location	Gosport Museum and Art Gallery

Identify Hazard	Who could be harmed and how?	Severity Score	What are you already doing?	What else do you need to do?	Likelihood Score	Risk Rating Score	Action	By when?
Use of handling specimens in workshops (stuffed animals, geological and skeletal material) – injuries from pointed parts of animals (hedgehog spines, beaks, talons), sprains and strains from heavy specimens, crush injuries from dropped objects,	Visitors, staff, volunteers	3	Facilitator gives verbal instructions/warnings to visitors as well as demonstration of safe handling Facilitators advise for visitors not to handle objects until verbal safety briefing is complete Facilitators advise that teachers/staff are responsible for	Adult/staff ratio must be adhered to at all times, as per our HCT workshop guidelines: minimum 1:9 KS2 and 1:7 for KS1 Teachers/staff are responsible for supervising their group during activity and must remain vigilant Recommend one additional adult 'floating' Asthmatics bring inhalers	3	9	Adult helper adult: child ratio - School to ensure adult: child ratio correct Supervision of children by adult helpers at all times	Prior to visit date Prior to visit date

SAMPLE RISK ASSESSMENT

infection passed on through handling; allergic reaction to fur or feathers or nuts			supervising and supporting their group at all times during activity Use of modern taxidermy with no toxins Foot stools provided, and objects kept away from edges of tables to avoid dropping of objects Conservation audits to check specimens Hand washing before and after sessions Plastic gloves for those with allergies if required Trained staff leading session Facilitator advises that visitors must request with them to touch taxidermy beforehand so this can be monitored	Teachers warn us of nut allergies so those specimens can be removed if necessary. Hands to be washed after touching animals				
Older specimens could contain traces of arsenic	Visitors, staff, volunteers	4	Specimens arsenic tested Autumn/Winter 2021 and some	Arsenic retest for those specimens from 2021 testing that only just passed	2	8	Regular retests carried out on the proviso of	

SAMPLE RISK ASSESSMENT

			collections tested Autumn 2024 When moving or carrying for prolonged periods wear gloves, mask, and an apron	and those that have a low trace, in Autumn 2024			the Collections Team	
Use of microscopes and lenses to study collections – electric shock, eye injury, tripping over wires, smashing glass, causing fire and burns	Visitors, staff and volunteers Sunlight through glass objects	3	Regular visual checks of electric equipment No trailing wires Low current equipment Facilitator gives verbal instructions and demonstration for safe use of equipment to visitors / staff including not removing safety cover from magnifiers, careful with glass Plastic light coverings on magnifiers are checked prior to sessions to ensure the light bulb is not exposed Magnifiers are positioned out of direct line of sunlight to avoid glass fires	Adult supervision of groups at all times and ratio adhered to as above Scientific equipment tucked to the side of the room when not in use	2	6		
Environmental comfort factors – discomfort, cold, over-heating	Visitors, staff and volunteers	2	Opening windows and adjustable heating	Openable windows in all spaces	2	4		

SAMPLE RISK ASSESSMENT

			Demonstrator checks temperature before group arrive					
Moving around building Slips, trips & falls	Visitors	2	Planned and controlled movement of groups around venue Resources provided for self led time around museum to support visitors to move in a systematic way to reduce risk of collision/slips/trips Good housekeeping of areas ensuring trailing cables behind furniture Layout checked for problem areas to ensure free movement	Adult supervision and ratio as above Teacher/group leader to assist with movement of groups between activities Teacher to assist in controlled movement of groups between activities	3	6		
Art activities – cuts, stabs, ingestion of materials, eye injuries	Visitors Use of art materials for rubbings	3	Use of approved tools only deemed safe for young persons use Written instructions on how to complete fossil rubbings activity and safety warning clear Appropriate supervision and instructions	Adult supervision and ratio as above to ensure equipment is used safely at all times	2	6		
Distress or phobic symptoms from presence of stuffed animals, snakes,	Visitors, staff and volunteers	2	Facilitator gives verbal warning before entering the room with visitors	Teacher to let facilitator know of any problems or phobias	3	6		

SAMPLE RISK ASSESSMENT

spiders, replica worms etc.			In extreme cases, facilitator to remove offending specimens if not necessary for session					
Use of pig/cow bones – offence to people of certain faiths	Visitors, Staff, volunteers	2	Ensure adults taking part in session are aware of use before session begins Verbal warning given to visitors beforehand Cow and pig skulls already labelled beforehand to avoid confusion and offence Adult helpers can ensure relevant children do not touch it	Teacher to let demonstrator know whether anyone of certain faiths cannot handle pig/cow bones	3	6		
Ivy hanging from ceiling – risk of visitor pulling and ceiling tile falling	Visitors, staff, volunteers	2	Ivy has not been placed in reach of visitors Facilitator to ensure that adults taking part in session monitor children in the space so that they do not pull artificial ivy	Adult supervision and ratio as above	2	4		

SAMPLE RISK ASSESSMENT

Workshop specific hazards: Skeletons and Movement	Visitors, Staff, volunteers	3	Check for allergies in pre-visit discussion – specimens removed if necessary Facilitator instructs group how to safely hold animal jaws/ skulls etc In the event of potential dangerous misuse of bones, the object will be taken from the visitor and the teacher will be notified immediately	Teacher let demonstrator know of allergies ahead of workshop Groups must be supervised by teacher / adult helper at all times and according to ratio stated Teacher/ staff helpers responsible for supervising their group at all times	3	9		

Assessed by	Emma Christie	Date	04/02/2025	Review date	01/04/2025

SAMPLE RISK ASSESSMENT