

	Date of Assessment: January 2024	Likelihood	Severity				
			1	2	3	4	5
			1	2	3	4	5
			2	4	6	8	10
			3	6	9	12	15
			4	8	12	16	20
		5	10	15	20	25	
Showtown – the museum of fun and entertainment	Assessment Team: Kari Singleton, Learning and Engagement Officer						
Location: Showtown Museum	<i>Monitoring should be completed by the Line Manager on all aspects and controls in this Risk Assessment</i>						
Assessment Activity: Organised school visit – Seaside themed session							
Do the hazards create a business continuity risk? No							

Regular Monitoring Must be Completed on Aspects and Controls in this Risk Assessment to ensure Controls are Adequate.

HAZARD/RISK	POTENTIAL HARM	PERSONS AFFECTED	CONTROLS IN PLACE	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (L x S)
Trips or falls due to equipment	Injury Death	Participants Staff Volunteers	Brief all involved on potential hazards. Pre-visit inspection done by Showtown staff to identify all possible hazards. All involved to be aware of stairs, to ascend and descend safely. Carrying of items by trained members of staff.	1	4	4
Inadequate supervision	Personal Injury Psychological injury Insurance	Participants Staff Volunteers	All involved in workshop will be supervised by teachers and workshop leaders. All volunteers are briefed on their roles and responsibilities, health and safety. All staff have been briefed on their roles and responsibilities, health and safety. No unplanned activities, all activities risk assessed.	1	3	3

	compromised		All activities are covered by Blackpool Heritage and Museum Trusts' Public Liability insurance. All involved advised where public facilities and emergency exits are. Single toilet and disabled toilet within the Learning Suite to avoid children and teachers having to leave area and less opportunity to come into contact with the public.			
Venue fire/accident	Death Personal injury Psychological injury Loss of property	Participants Staff Volunteers	Clear signage of all fire exits Fire exits refreshers with staff and front of house team Groups to share information if anyone in the group needs extra assistance Regular fire alarm testing Fire extinguishers available across the museum.	1	3	3
Reckless, careless or unruly behaviour	Personal Injury Psychological injury	Participants Staff Volunteers	Groups are supervised at all times Clear instructions are given on expected behaviours No running in the space at any time Group to be briefed prior to arrival on appropriate conduct on site Schools to advise Showtown of behavioural issues and bring trained staff on the trip to deal with an arising issues.	1	2	2
Safeguarding	Personal Injury Psychological injury	Participants Staff Volunteers	Staff members will be identifiable by uniform or costume as well as identifiable tag, lanyard or photo ID. All learning staff to be Enhanced with barred lists DBS checked All learning staff trained on safeguarding policy and keep up to date of any changes Lost child procedures in place Sessions to take place in a closed off public areas of the museum Showtown is a public building and is open to all, teaching staff and group leaders to stay with the group at all times Showtown staff alerted to any safeguarding concerns to Showtown's safeguarding officer, Kerry Vasiliou or Nigel Patterson, Vice Chair of Blackpool Museum Trust.	1	2	2

			If immediate action is needed, it will be taken directly to Blackpool Council's Children's Services department or Adult Services if appropriate			
Movement through building	Personal Injury	Participants Staff Volunteers	<p>Verbal instructions given</p> <p>Use of handrail on stairs with adult supervisors</p> <p>Lift use with adult supervisors</p> <p>Lift any long clothing off the floor when moving up stairs</p> <p>Visitor Experience Team or Learning Assistant to guide group through to the Learning Space</p> <p>Ratios of adult to child adhered to when moving through the space, ratios can be found on our website: School-Groups-TCs_2023-12-14-234052_hwnz.pdf (showtownblackpool.co.uk)</p> <p>Groups to walk in single file through narrow spaces</p>	1	2	2
Handling of museum objects	Loss of property Injury	Staff Participants Volunteers	<p>Verbal handling instructions given</p> <p>If there are any breakages, group to be removed from the immediate area whilst clean up takes place.</p> <p>Emotional affects of objects relating to sensitive subjects will be introduce with a disclaimer</p>	1	2	2
Art materials- scissors, glue, paint, crayons etc.	Personal Injury Psychological injury	Participants Staff Volunteers	<p>Supervision from workshop leads and teaching staff at all times</p> <p>All materials from educational suppliers intended for use by children</p> <p>Ensure materials are age appropriate</p> <p>Clear instructions on use of materials</p>	2	2	4
Activity	Personal Injury Psychological injury	Participants Staff Volunteers	<p>Appropriate space allocated for role playing activities</p> <p>Appropriate space and care given for dress up activities</p> <p>Participants advised to only take part if physically capable.</p> <p>Electronic equipment PAT tested</p> <p>Activity leaders are aware of risks around use equipment</p> <p>Clear instructions given for each activity</p> <p>Breakages are reported and immediate space cleared for clean up</p>	3	1	3

Learning team not being aware of risks/risk assessments	Personal injury		All learning team to receive appropriate training and are asked to read and sign the risk assessment Copy of risk assessments to be kept in the Learning Space at all times	2	2	4
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Sign off and review risk assessment

Risk assessment signed off by (Name, job title, date)	Kerry Vasiliou, Learning and Engagement Manager, 03.01.2024
Next review date	May 2024