

**SHOWTOWN – HEALTH AND SAFETY**

**Topic** RISK ASSESSMENT FORM



<b>Showtown – the museum of fun and entertainment</b>	<b>Date of Assessment:</b> January 2026	<table border="1"> <thead> <tr> <th rowspan="2">Likelihood</th> <th colspan="5">Severity</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>	Likelihood	Severity					1	2	3	4	5	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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<b>Location:</b> Showtown Museum Bank Hey Street Blackpool FY1 4TQ	<b>Assessment Team:</b> Kari Singleton – Learning and Engagement Officer																																										
<b>Assessment Activity:</b> Self-led school visits																																											
<b>Do the hazards create a business continuity risk?</b> 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)
Revolving door	Personal injury	Public	Revolving door inspected daily and set at non powered mode. Assisted mode in operation Brush area between edge of door and frame to avoid pinching fingers. Auto stop function	1	1	1
Slips, trips or falls	Personal injury	Public	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. No running in the galleries and suitable footwear to be worn. Be mindful there are 3 metal door thresholds which have a small lip leading through the 3 main gallery doors. Areas to suitably lit Potential slip areas near entrance monitored on wet weather days	2	3	6



Inadequate supervision	Personal injury Psychological injury Insurance compromised	Public	All involved in visit will be supervised by school teachers and helpers No unplanned activities, all activities risk assessed. All activities are covered by Blackpool Heritage and Museum Trusts' Public Liability insurance. All involved advised where public facilities and emergency exits are. Ratios of adult to child adhered to when moving through the space, ratios can be found on our website: <a href="https://www.showtownblackpool.co.uk/cms/documents/FAQs-for-schools.pdf">https://www.showtownblackpool.co.uk/cms/documents/FAQs-for-schools.pdf</a>	1	1	1
Access	Personal injury Psychological injury	Public Public	All disabled toilets and changing places room have pull string panic alarms through to main office All non-public areas are locked	1	1	1
Misuse of gallery space and interactives	Personal injury Psychological injury	Public Staff	Use gallery space and interactives properly and as designed Group leaders are responsible of supervising their groups at all times to avoid misuse of interactives and gallery spaces. This will be reinforced by Showtown crew. Groups to be mindful of display cabinets and exhibition barriers Care should be taken when engaging with photo opportunities to reduce likelihood of participants injuring themselves Ratios of adult to child adhered to when moving through the space, ratios can be found on our website: <a href="https://www.showtownblackpool.co.uk/cms/documents/FAQs-for-schools.pdf">https://www.showtownblackpool.co.uk/cms/documents/FAQs-for-schools.pdf</a> Be mindful of other visitors to Showtown as your group navigates the galleries	2	2	4



Safeguarding	Personal Injury Psychological injury	Public Staff Participants	Staff members will be identifiable by uniform or costume Lost child procedures in place Workshop to take place in a closed off area of the Museum Showtown is a public building and is open to all, teaching staff and group leaders are 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. If immediate action is needed, it will be taken directly to Blackpool Council’s Children’s Services department or Adult Services if appropriate	1	2	2
Venue fire/accident	Death Personal injury	Public Staff Participants	Clear signage of all fire exits. Regular fire drill training of staff Regular fire alarm testing and fire extinguishers available across museum Fire procedure refreshers delivered regularly with all front of house staff	1	3	3
Not being aware of the risk assessments	Personal injury	Public Staff Participants	All 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

**Sign off and review risk assessment**

Risk assessment signed off by (Name, job title, date)

Next review date

Kari Singleton, Learning and Engagement Officer, 07/01/2026

January 2027