

Museum of Brands Risk Assessment Summary

1. Preface

The museum is generally a safe environment but there are inevitably risks to child and adult visitors. The purpose of this document is to review those risks so that they can be managed successfully. An internal document covers our assessment of risks which are unrelated to visiting groups and these are not included.

Section 4 of the 1974 Health and Safety at Work Act places duties on the Trust in respect of the health and safety of persons not in the Trust's employment who may be affected by its activities. This includes our volunteers, visitors, and anyone else who comes into the Museum. The management of this responsibility requires risks to be assessed, and control measures put in place to eliminate or reduce them. The law recognises that some measures may not be worthwhile, as being not "reasonably practicable" i.e. the cost and difficulty of the control measure is disproportionate to the risk. In this document risks are assessed on the basis of likelihood and consequences, and a simple "high medium or low" measurement system is used.

2. Fire

The likelihood of fire is assessed as low, however the consequences could be serious. The following control measures are in place:

- Smoking is prohibited in the building.
- The building is well provided for with fire extinguishers. Water extinguishers are provided on all floors. Carbon Dioxide extinguishers are provided on the ground floor close to electrical plant and the museum's cleaning store.
- The building has good fire escape provision. There are escape routes via the main entrance into the Museum and via the emergency exits in the Hall and the café, leading to the car park and garden respectively.
- Emergency lighting including exit signs, is provided.
- A comprehensive fire alarm system is installed. Once sounded, Museum Staff will immediately call the fire brigade.

3. Electrical hazards

The risk of electric shock incidents is assessed as low. The consequences could be serious and are therefore assessed as high. There is no electrical equipment in use other than standard mains voltage equipment as might be found in a domestic situation. The following control measures are in place.

- Electrical equipment in all the public parts of the museum is regularly inspected visually by Museum Staff
- The electrical installation is tested annually
- All circuits are protected by residual current devices
- Any electrical equipment which gives rise for concern is tested by a competent person

Points of note for Groups etc.

- Students should be adequately supervised to ensure they do not interfere with any electrical equipment, sockets etc.
- Electrical equipment brought into the building by customers and others should be used only with the agreement of Museum Staff.

4. Slipping, tripping, falling

This type of incident is common in all buildings and the consequences are usually minor. The risk is unexceptional in the museum and is therefore assessed as medium. The consequences are assessed as low. The following control measures are in place:

- Exhibits and other items are not left in such a position as to present a trip hazard
- Spilled liquids are cleaned as soon as possible

Points of note for Groups etc.

Persons in charge of students must ensure their careful supervision, and that they do not attempt to climb on exhibits or run around the building.

5. Glass

Our glass presents a high probability, but low-risk hazard, as students sometimes bang their head looking closely at exhibits. The following control measures are in place:

- Museum education team advise students of risk as they enter time tunnel

6. Violence

There are no records of any violent incident in the museum and the risk is therefore assessed as low. The probable consequences could range from damage to property only right up to murder, and cannot realistically be assessed because such incidents are not predictable and too infrequent for any measure of statistical probability to be made. Incidents of violent behaviour in museums generally in the UK are believed to be too low to be measured. The following control measures are in place:

- Telephone extensions are provided in a variety of locations around the building to make it easier to call the emergency services
- Staff training includes briefing on this subject
- A panic bell system is available behind the museum reception desk

Summary

The museum is a very low risk environment but risk cannot be avoided entirely. The Museum of Brands accepts its legal and moral responsibility to keep the premises safe for visitors and others, but the behaviour of visitors themselves is an important factor in avoiding accidents. Children, in particular, are at greatest risk because youthful exuberance does not always fit safely into the surroundings. Adult supervision is the key to minimising the risks to children.

Museum of Brands Risk assessment

Project / Premises: Museum of Brands, 111-117 Lancaster Road, W11 1QT

Task / Activity: Museum, Venue, Learning, Office

Potential Hazard / Best Practice	Level of Risk H / M / L		People/Groups at Risk	Risk Control Measures (Identify measures to eliminate, reduce or control hazard or as requested by others)	Residual Risk H / M / L	Owner
	Probability	Impact				
Learners getting lost while making their way to the Museum	L	M	Learners, Staff, Public	The Museum provides a detailed map of how to get to the Museum (available on the website) to assist School/College Staff to arrange transportation	L	FH
Learners getting lost in the Museum	M	L	Learners, Staff, Public	Groups leaders are responsible for supervision and behaviour of group. All visits will follow our supervisory ratio requirements: 0 - 2 years = 1 adult to 3 children 2 - 3 years = 1 adult to 4 children 4 - 8 years = 1 adult to 6 children 9 - 12 years = 1 adult to 8 children 13 - 18 years = 1 adult to 10 children Learning team and FOH team at reception will assist lost learners to find their group.	M	All
Learning rushing to get into the Museum	M	M	Learners, Staff, Public	Learners will be escorted by School/College Staff inside the Museum in an orderly manner	L	FH

Learners blocking the pavement outside the Museum	H	L	Learners, Staff, Public	Learners will be escorted by School/College Staff outside the Museum. Museum Staff and Duty Managers will be aware of large self-guided visits and will encourage groups to enter the Museum and wait in the Branding Hall/ Johnnie Walker Room when possible. Volunteers will be briefed on this.	L	All
Learners misbehaving	M	L	Learners, Public	School/College Staff will supervise learners at all times at the museum. Learners will be instructed by School/College Staff to follow learner conduct guidelines. Learners will be encouraged not to run around the Museum, to minimise risk to other visitors.	M	FH
Learners with medical conditions	M	M	Learners & Staff	School/College Staff & learners will be aware of their own health and safety procedures. Staff will be aware of learners with medical conditions and be advised if any necessary medication is to be brought with them. It is advisable that a member of staff accompanying the trip is a first aider.	M	FH
Learners banging their heads on the glass	H	L	Learners	During Learning sessions Museum Staff advise young learners of the risk of banging their heads on the glass as they look at the exhibits	M	FH

Fire hazards & evacuation	L	H	Learners, Staff, Public, Museum Staff	Smoking is prohibited in the building. The building is equipped with fire extinguishers. The building has good fire escape provision. Emergency lighting including exit signs is provided. A comprehensive fire alarm system is installed and Museum Staff will call the fire brigade when the alarm is sounded. Museum Staff and volunteers will initiate evacuation of learner groups immediately when the alarm is sounded.	L	All
Electrical Hazards	L	H	Learners, Staff, Public, Museum Staff	Electrical equipment in all the public parts of the museum is regularly inspected visually by Museum Staff. The electrical installation is tested annually. All circuits are protected by residual current devices. Learners should be adequately supervised to ensure they do not interfere with any electrical equipment, sockets etc. Electrical equipment brought in to the building by visitors should be used only with the agreement of Museum Staff.	L	RH
Temperature There are procedures for staff working in hot/cold environments for prolonged periods	M	H	Vols, Staff, Visitors	Hot weather policy in place, air conditioning in offices, venue, branding hall, tested yearly by Aircomm Services. Heating managed by landlord/Greenheat. Door closer in winter to hold the door shut, heaters in reception for staff and volunteers. Layers added/removed for temperatures. During hot weather, Learning workshops run in air-conditioned spaces at the	M	RH PB

				first instance or with multiple fans, doors and windows open for ventilation, and comfort breaks for visiting students, volunteers and facilitators.		
Toxic Substances All toxic chemicals kept on-site have the appropriate labelling and are stored in secure locations and clearly marked	L	H	Vols, Staff, Visitors	All toxic chemicals stored in locked cupboard in cloakroom/bathrooms or in collections office. Staff training given.	L	RH AK OM
Stairs – trips and falls	L	M	Learners, Staff, Museum Staff	All stairs have handrails and tread edges clearly defined. School/College staff should supervise learners to walk calmly and carefully when using the stairs.	L	All
Violent incidents	L	H	Learners, Staff, Public, Museum Staff	Telephone extensions are provided to call the emergency services. Museum Staff training includes briefing on this subject. A panic bell system is available behind the museum reception desk.	L	All
First Aid – Injuries	L	H	Learners, Staff, Museum Staff, Volunteers, Visitors	Duty Managers trained as appointed first aiders, Museum Manager and Learning team complete first aid training. First aid kits in office, venue kitchen and museum cloakroom, checked every 3 months and restocked, accident book kept at reception.	M	All RH FS FH BS MS

Security – safeguarding	L	H	Learners, Staff, Museum Staff, Volunteers, Visitors	There are safeguarding policies and procedures in place, regular training is given in this area. Staff members trained as safeguarding lead. Safeguarding policy in place, reviewed yearly. Team trained, reviewed yearly. No one should be alone with a child or vulnerable adult.	L	RH FH
Students becoming ill due to smoothies (Smoothie Lab)	L	L	Learners, Staff, Museum Staff	Plenty of toilets and school staff on site. Museum Staff/ volunteers to ensure area is cleaned thoroughly after each session.	L	All except RH
Allergies (Smoothie Lab)	M	H	Learners, Staff	Top 14 allergens identified by the food standard agency made known to bookers in advance. School/College staff and learners are instructed to inform Museum staff prior to their visit of any allergens. Smoothie ingredients have been cross referenced with the top 14 allergens. Note: Greek Yogurt, Semi Skimmed Milk, Oats, Vanilla Ice cream, and Flaxseeds pose a higher risk than others. It must also be checked, upon individual purchases that NUTS are not included in any ingredients, esp the following ingredients: Cocoa Powder and Ice Cream. It must also be checked, upon individual purchases that SOYA are not included in the following ingredients: Cocoa Powder and Ice Cream. Note: Cocoa Powder could include Milk and Soya. Ice cream could contain Milk and Soya.	M	FH

Glass breaking, students injured (Smoothie Lab)	L	M	Learners, Staff, Museum Staff, Volunteers	Recyclable paper cups to be used only.	L	FH
Injuries from kitchen knives (Smoothie Lab)	L	M	Learners, Staff, Museum Staff, Volunteers	No sharp kitchen knives will be taken into the workshop room and all smoothie ingredients will be prepared by Museum staff.	L	FH
Injuries from blender (Smoothie Lab)	L	M	Learners, Staff, Museum Staff, Volunteers	Museum Staff will control the blender with learners only turning it on and off. When making the smoothie, learners will be supervised by Museum staff and School/College staff at all times.	L	FH