Shipwreck Centre and Maritime Museum Risk Assessments

SWC023\_ Risk Assessments

This document in includes;

* Shipwreck Centre & Maritime Museum Risk Assessment – General Public & Volunteers;
* Shipwreck Centre & Maritime Museum Risk Assessment – School Group; and Home-Schooling networks / individuals
* Shipwreck Centre and Maritime Museum Environmental Visual Assessment (EVA)

**Shipwreck Centre & Maritime Museum Risk Assessment – General Public & Volunteers**

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| **MANAGER** | Garry Momber | LOCATION | Shipwreck Centre and Maritime Museum, Arreton, IOW | **REF NO.** | MAT SCMM 2022 |
| DEPARTMENT | Shipwreck Centre and Maritime Museum | **PREPARED BY** | Christin Heamagi | DATE OF COVER | 01/06/24 - 01/06/25 |
| ACTIVITY | | Activities involving handling and recording artefacts, cleaning museum & artefacts, DIY and interaction with visitors | | | |
| Related risk assessments | | Visiting School or Group RA | | | |

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| Nature of hazard | **Worst outcome** | **Groups at risk** | Current precautions (in place already) | Further precautions (done at time of visit) | Estimation of risk |
| Trips/Slips/Falls | Injury | All users | Appropriate signage and hazard tape, additional signs for wet floors etc. | Highlight with signs and/or eliminate hazards. | Severity of hazard : Serious  Likelihood of event : Possible  Adequacy of controls: Good |
| Injury from head hitting low ceilings, display case corners, doors, steps etc. | Injury | All users | Warning signs placed in areas of high risk and/or low visibility. Corner softeners or round cornered display cases used where possible, hazard tape. | Eliminate hazards where possible. Tailor activities to ensure that hazards are minimised. | Severity of hazard : Serious  Likelihood of event : Remote  Adequacy of controls: Good |
| Injury from sharpness or weight of artefacts, hitting, falling on, cutting and dropping | Injury | All users | Inform of potential risk and assist where possible. Two person lifting on heavier items. Staff member to supervise, facilitate, advise and/or take on risk in lieu of volunteers. | Facilitator to minimise risk where possible. Items to be measured in situ if weight is an issue. | Severity of hazard : Serious  Likelihood of event : Remote  Adequacy of controls: Good |
| Electrocution from exposed plug sockets | Fatality | All users | Awareness of hazard.  Blanks placed in all sockets not in use. | Staff to ensure that enough blanks are available. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Unsuitable weather conditions for activity - hypothermia,  hyperthermia,  dehydration, sunstroke | Fatality | All users | Awareness of weather conditions prior to and during visit.  Inform group leader of potential risk. | Put out heaters or cooling fans within the exhibition if necessary.  In colder months, limit time in main gallery.  Regular breaks to warm up / cool down. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Vehicles in onsite car park | Fatality | All users | General Public / volunteers made aware of risk. Museum activities not carried out in areas with high traffic. |  | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Contact with hazardous chemicals. Risk of poisoning and skin reaction. | Fatality | All users | Awareness of risk from decayed materials. Awareness of symptoms from reaction.  Training given where necessary.  Potentially hazardous materials held in areas that are not accessible and/or visible to members of the public. | Inform Tier Heritage of potential risk  Clean areas where possible and block off high risk areas. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |

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| **Assessment carried out by** | Izzy Turtle | **Date of previous assessment** | 01/01/2023 |
| **Job title** | Manager | **Date of this assessment** | 01/06/2024 |
| **Signed** | (esignature) I L Turtle | **Next assessment before** | 01/06/2025 |

**Shipwreck Centre & Maritime Museum Risk Assessment – School Group**

[Health and safety on educational visits - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)

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| **MANAGER** | Garry Momber | LOCATION | Shipwreck centre and Maritime Museum, Arreton, IOW | **REF NO.** | MAT SCMM 2022 |
| DEPARTMENT | Shipwreck Centre and Maritime Museum | **PREPARED BY** | Christin Heamagi | DATE OF COVER | 01/06/24 - 01/06/25 |
| ACTIVITY | | Activities involving handling artefacts, using interactive learning tools and looking at museum exhibits. | | | |
| Related risk assessments | | Visiting School or Group RA | | | |

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| Nature of hazard | **Worst outcome** | **Groups at risk** | Current precautions (in place already) | Further precautions (done at time of visit) | Estimation of risk |
| Trips/Slips/Falls | Injury | All users | Site awareness – particular attention to edges of stairs, display cabinets, items stored under cabinets. Appropriate signage and hazard tape, additional signs for wet floors etc. | Warn individuals of specific hazards where possible. | Severity of hazard : Serious  Likelihood of event : Possible  Adequacy of controls: Good |
| Injury from head hitting low ceilings, display case corners, doors, steps etc. | Injury | All users | Warning signs placed in areas of high risk and/or low visibility. Corner softeners or round cornered display cases used where possible, hazard tape. | Educator to locate activities away from potential hazard. Corner softeners where possible (available in museum) | Severity of hazard : Serious  Likelihood of event : Remote  Adequacy of controls: Good |
| Injury from sharpness or weight of artefacts, hitting, falling on, cutting and dropping | Injury | All users | Inform Group coordinator and school staff of potential risk, utilise low risk artefacts for school group visits, supervision from SWC staff and/or visiting school staff. | Educator to take further precautions where applicable. | Severity of hazard : Serious  Likelihood of event : Remote  Adequacy of controls: Good |
| Injury from craft activities – cuts, choking on small objects, glue gun burns, | Injury | All users | Inform Group coordinator and school staff and pupils of potential risk, utilise low risk materials for school group visits, supervision from SWC staff and/or visiting school staff. Limit use of glue gun to trusted users. |  |  |
| Electrocution from exposed plug sockets | Fatality | All users | Awareness of hazard  Blanks placed in all sockets not in use  Supervision from SWC staff and/or visiting school staff. |  | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Unsuitable weather conditions for activity - hypothermia,  hyperthermia,  dehydration, sunstroke | Fatality | All users | Awareness of weather conditions prior to and during visit.  Inform group leader of potential risk. Heaters or cooling fans within exhibition if necessary. | Limit time exposed to main gallery temperatures. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Access to site / car park area | Fatality | All users | Site awareness  Teachers / educators made aware before visit  Supervision from school staff | Staff supervision  Educator to take further precautions where applicable. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |
| Contact with hazardous chemicals. Risk of poisoning and skin reaction. | Fatality | All users | Awareness of risk from decayed materials. Awareness of symptoms from reaction.  Potentially hazardous materials held in areas that are not accessible and/or visible to members of the public or visiting schools. | Inform Tier Heritage of potential risk  Clean areas where possible and block off high risk areas. Lock cupboards where chemicals may be stored. | Severity of hazard : Extreme  Likelihood of event : Remote  Adequacy of controls: Good |

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| **Assessment carried out by** | Izzy Turtle / Ian Vallance | **Date of previous assessment** | 01/01/2023 |
| **Job title** | Manager / Education Officer | **Date of this assessment** | 01/06/2024 |
| **Signed** | (esignature) I L Turtle / I R Vallance | **Next assessment before** | 01/06/2025 |

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| **Steps to Risk Assessment** | |
| **Identify the hazards** | |
| Hazard: | A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians. |
| **Evaluate the risk** | |
| What harm could be caused? | What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality. |
| How likely is the risk to occur (High, Medium or Low)? | What is the probability the incident will occur? Low, medium or high probability. |
| Who might be harmed? | Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)? |
| **Decide what precautions to put in place** | |
| What are you already doing (Control measures)? | The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision. |
| Further action/ control measures required? | Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier. |
| Remaining Risk Level (High, Medium or Low)? | What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required. |
| **Implement your findings** | |
| Action by whom and when? | Nominated person to complete the action/s and the date they will achieve this by. |

The Shipwreck Centre & Maritime Museum is housed in a 16th / 17th Century barn and consists of 3 galleries, an education room / gallery & a shop area. It has an adjoining storeroom area used by Arreton Barns. The building is rented from Arreton Barns.

Entry to the museum is via a single doorway / walkway into the shop.

**Running Educational Visits in the Shipwreck Centre & Maritime Museum**

| **Identify the hazards** | **Evaluate the risk** | | | **Decide what precautions to put in place** | | | **Implement your findings** |
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| Hazard | What harm could be caused? | How likely is the risk to occur (High, Medium or Low)? | Who might be harmed? | What are you already doing (Control measures)? | Further action/ control measures required? | Remaining Risk Level (High, Medium or Low)? | Action by whom and when? |

# Shipwreck Centre and Maritime Museum Environmental Visual Assessment (EVA)

The Shipwreck Centre and Maritime Museum is committed to ensure that the security in our museum is always prioritised. We are therefore undertaking regular Environmental Visual Assessments throughout the season ensuring that both fire safety and security measures are in place. Fire Safety or security deficiencies will be logged, reported to the manager and acted on as soon as possible. The logbook is kept in the fire and security folder available to all members of staff.

### Shipwreck Centre and Maritime Museum EVA Guidance

The assessor should look out for:

* Poor maintenance of grounds, buildings and infrastructure
* Criminal reconnaissance and tampering
* Anti-social behaviour and vandalism
* Poor housekeeping
* Unsecured maintenance equipment, or buildings infrastructure, which may be useful to an intruder
* Objects which may be vulnerable

Look at and record your observations of the condition of:

* Entrances; gates; signage
* Fences, hedges, walls
* Lighting – both security and otherwise
* CCTV cameras – appearance, maintenance, placing, visibility
* Surfaces such as grass, roads, floors
* Security measures such as alarms, padlocks, fencing, fire extinguishers
* Guttering and water flows
* Signage
* Entrances, internal doors
* Cases and barriers in displays
* Public spaces

The assessor is recommended to follow this route:

* Start the assessment from the main carpark and walk up the path towards the museum
* At the museum walk around the building anti-clockwise
* Enter the building through the main entrance
* Walk through the shop, into the education room, don’t forget the storage cupboard
* Walk back into gallery 1, gallery 2, gallery three and back out through the shop. Don’t forget the upper deck and under the stairs.

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| **Environmental Visual Assessment (EVA)**  **Fire and Safety Deficiencies to be Rectified** | | | |
| **Deficiency** | **Date discovered** | **Control Measure/Action** | **Date Rectified** |
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