

Risk Assessment Museum of Royal Worcester General Visits

Dyson Perrins Museum Trust, Severn Street, Worcester

Registered Charity No. 1198566

Task	What are the Hazards?	Who is at risk?	likelihood	severity	Uncontrolled Rating	What measures are in place or do you need to do to control the risk? (Who, what and how)	likelihood	severity	Controlled	Additional Notes
Visitors to the Museum of Royal Worcester	Arriving at and leaving site. Vehicle movement outside the Museum (coach bays and parking)	Visitors, visiting groups, staff, volunteers and contractors	2	3	6	Coach bay at end of cul-du-sac located close to the museum in a vehicular/pedestrian area. Group leaders/facilitators are advised of this risk ahead of visiting in order to raise awareness. Supervise groups effectively. Large vehicle-free pedestrian only courtyard, with bollards at key points, around the Museum entrance in which groups can safely assemble.	1	3	3	
	Safeguarding, a lost person	Visitors, visiting groups	2	2	4	Museum staff receive safeguarding training and procedure included in safeguarding policy. Only one main entrance and exit on site Discreet communication for safeguarding procedures Parental / guardian / group leader responsibility	1	2	2	
	Slips and trips	Visitors, visiting groups, staff, volunteers and contractors	2	2	4	Walkways and doorways clear. Routine tidying is carried out before, during, and after activities and workshops, Trip hazards identified and removed such as trailing cables. Staff and volunteers follow health and safety training and procedures. First aid kits and regularly audited first aid kits. First aid trained staff.	1	2	2	
	Fire or explosion	Visitors, visiting groups, staff, volunteers and contractors	2	5	10	Museum staff trained in emergency evacuation, fire extinguishers available, alarms regularly tested, fire exits and assembly points. Room set-ups maintain safe evacuation routes Safe capacity observed in sessions Fire exits and alarms signed.	1	5	5	
	Maintenance and Refurbishment	Visitors, visiting groups, staff, volunteers and contractors	2	3	6	All staff and contractors trained on equipment use, no tools or equipment to be left unattended.	2	2	4	
	Accident or feeling unwell	Visitors, visiting groups, staff,	2	3	6	Museum staff/volunteers briefed on accident procedures and accident recording and know location of first aid kits Groups can access Risk Assessment in advance of visit	2	2	4	

Task	What are the Hazards?	Who is at risk?	likelihood	severity	Uncontrolled Rating	What measures are in place or do you need to do to control the risk? (Who, what and how)	likelihood	severity	Controlled	Additional Notes
		volunteers and contractors				<p>Group leads take responsibility to come informed and prepared regarding any specific health conditions or responses required for members of their groups</p> <ul style="list-style-type: none"> Group leads/teaching staff bring sufficient adults to safely supervise and manage their group Suitable materials used in sessions Group visitors to the museum are supported and supervised by responsible group leaders/members 				

		Severity				
		Fatal	Long term disabling	Short term disabling	Medical Attention	First Aid
Likelihood	Highly Likely	25	20	15	10	5
	Very Likely	20	16	12	8	4
	Likely	15	12	9	6	3
	Unlikely	10	8	6	4	2
	Not Likely	5	4	3	2	1

Risk Assessment Version: Final	Position: Museum Director	Date: 27/11/2025	Review: annual or as required
Risk Assessment Area: Museum Visit			