

Activity being assessed:	Public tours outside of core working hours			Reference no:	BIS ADM Public Engagement OOH
Location:	Alfred Denny Museum	Assessment date:	29/01/2024	Review period:	1 year

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk			Action no. (continues over page)
			L	S	RR		L	S	RR	
Specimen handling	Students, academic staff, visitors. Contact point for bacteria/virus spread.	Handling collection of skulls can be held with care. No sharp, pointy edges. Do not allow very small children to handle specimens. Children must be supervised by an accompanying adult. Anyone holding the specimens will be reminded to wash hands afterwards as these will have been handled by others.	1	3	3		1	3	3	
Lone working (outside of working hours).	Students, academic staff, visitors. Injury / illness can become worse if no other persons are present to assist. Increased risk of serious injury or death due to	Mandatory "Out of Hours" training for staff (including student tour guides) who need to work outside of core hours is compulsory. Undergraduate students are not permitted to work outside of normal working hours apart from when acting as tour guides with permission from Dr Emma Hughes. For scheduled out of hours tours, two student tour guides	1	4	4		1	4	4	

	<p>unavailability of first aiders / fire marshals.</p> <p>Risk of intruders.</p>	<p>must be present. EFM will open the Building and porters are present.</p> <p>If one tour guide is unable to attend, they will call Dr Emma Hughes. If a replacement guide can not be found, the tours will be cancelled.</p> <p>An internal phone is available, call 4444 in an emergency.</p> <p>Dial 4444 if suspicious characters in the building or use the SafeZone app. The SafeZone app is mandatory for student tour guides to have on their phones. Do not confront. Lock the door if concerned and await assistance from security staff.</p>								
<p>Lone working (outside of working hours).</p> <p>Medical Fitness</p>	Students, academic staff	<p>Guides must ensure that any medical conditions which might be relevant to them working alone are fully discussed with their line manager and, if necessary, Occupational Health and own GP. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not lone work out of hours.</p>	2	2	4		2	2	4	
<p>Lone working (outside of working hours).</p> <p>Supervision</p>	Students, academic staff	<p>Your line manager (For student guides this is Dr Emma Hughes) must be aware that you are working out of hours.</p>	1	2	2	<p>Student tour guides to email Dr Emma Hughes once they have finished work</p>	1	2	2	

		You should never work alone in the Alfred Denny Museum, and should be within shouting distance of a colleague at all times. You must download the Safezone app to be able to call assistance if required				and left the Alfred Denny Building.				
Lone working (outside of working hours). Training and Competency	Students, academic staff	The tasks to be carried out must be agreed in advance with their manager to lone work. The task must be risk assessed in respect of a lone working situation. Any person authorised to be in the building outside normal hours must be fully competent to carry out the work safely, must have completed the online fire and out of hours & lone working training and be fully conversant with emergency procedures.	1	2	2		1	2	2	
Lone working (outside of working hours). Access	Students, academic staff	Check that emergency exits are not locked. No working after dark. Tour guides should consider use of personal attack alarm	2	2	4		2	2	4	
Lone working (outside of working hours). Emergencies (including fire)	Students, academic staff, visitors Damage to property should sources of ignition come into contact with combustible items. Possible entrapment within the building.	Museum guides must know local arrangements on how to respond in the event of fire or other emergencies e.g., call 4444. Museum guides give an induction talk for visitors letting them know the evacuation procedure. Visitors must be counted to ensure numbers inside the building are known.	2	2	4		2	2	4	

	<p>Burns injuries, smoke inhalation, possible fatality.</p>	<p>Accidents, Incidents and Near Misses must be reported via the University's AIR system.</p> <p>Mandatory online fire safety and fire marshall training for all staff and Museum tour guides.</p> <p>Fire exits and assembly points are clearly signposted. Assembly point for Alfred Denny Museum is under the concourse outside of the students union.</p> <p>Fire extinguishers and fire blankets are available in the C Floor stairwell area next to the Museum.</p>								
<p>Lone working (outside of working hours).</p> <p>First Aid</p> <p>Slips, trips and falls</p>	<p>Students, academic staff, visitors</p> <p>Lack of first aid provision may result in worsening injuries / symptoms in the event of an accident or in case of ill-health.</p>	<p>First aiders are unlikely to be present. First aid box is present in the corridor outside the Museum and is clearly signposted. We comply with the University First Aid policy.</p> <p>Staff have received induction training on steps to take in an emergency situation, by calling 4444 from an internal phone, or 01142224444 from a mobile phone, and asking for urgent medical assistance.</p> <p>In the event of a LW feeling unwell they should if possible return home or contact Security on 4444 or via the SafeZone app for assistance. If one</p>	2	2	4		2	2	4	

		<p>student tour guide has to leave, guides are expected to suspend the tours and contact Dr Emma Hughes.</p> <p>Defibrillator is available at the Firth Court Porters Lodge.</p> <p>Only bottled water is allowed in the Museum. Liquid spillages must be cleaned up immediately. No specimens in spirit jars to be left where they could be knocked over and to be kept in locked cabinets.</p> <p>No running allowed in the Museum. Climbing on benches is not permitted. Standing on chairs and stools is not permitted.</p> <p>Bags and outerwear must not be stored in walkways. Personal belongings should be stored on or under Museum benches. Chairs and stools tucked under benches.</p> <p>Accidents, Incidents and Near Misses must be reported via the University's AIR system.</p>								
<p>Lone working (outside of working hours).</p> <p>Welfare Facilities</p>	Students, academic staff	<p>LW should be aware that heating/cooling in the area may be much reduced unless the business need for out of hours working has been established</p>	1	1	2		1	1	2	

		Toilets are available, but may not have toilet paper replenished as cleaning staff do not work on Saturdays.								
Lone working (outside of working hours). Use of computers and general office equipment Contact with electrical equipment	Students, academic staff	No computer equipment should be used in the Alfred Denny Museum. Do not interfere with plugs or power supply.	1	1	2		1	1	2	
Lone working (outside of working hours). Poor housekeeping	Students, academic staff	Regular inspection of rooms to ensure that any trip hazards [uneven flooring, etc] receive prompt attention	1	2	2		1	1	2	

Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare – highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury

L i k e l i h o o d (L)		Severity (S)				
		1	2	3	4	5
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

Signature of Risk Assessor	E Hughes	Name / job title:	Dr Emma Hughes, Teaching Associate
Details of any persons consulted	Mel Hannah (School Manager), Dr Gavin Thomas (Senior Lecturer)		