

# COVENTRY TRANSPORT MUSEUM

<b>Risk Assessment for:</b>	General Museum Visit	<b>Date:</b>	October 2011
<b>Department:</b>	LEARNING	<b>Next review date:</b>	October 2012
<b>Undertaken by:</b>	Naomi Wilcox & Kristen Sutton	<b>Managers signature:</b>	

HAZARD	DETAILS	CONTROL MEASURES IN PLACE	RISK RATING (with controls)			
			L	S	T	RL
Walking around the Museum.	Trip hazards, including uneven floors, rope barriers, wet floors & exhibits.	Meet & greet upon arrival; visitors asked not to run or step over barriers. Clearly marked routes. Maps available for schools use. Signage for wet floors.	3	2	6	Low
	Stairs & lifts	Lifts regularly maintained. All stairs have handrails. Visitors encouraged to walk not run.	2	3	6	Low
Fire	Safe evacuation in the event of a fire.	Meet & greet upon arrival detailing evacuation procedures and meeting point. CTM fire evacuation procedures in place. Regular drills. Clear exit points maintained.	1	5	5	Low
Lost Children	Child separated from group.	CTM Lost Children procedure. Radio contact between all front of house Museum staff. Meet & Greet upon arrival to explain helpful points of contact.	1	1	1	Min

Exhibits, Displays & Shop	Falling exhibits, e.g. bikes, display cases.	Exhibits roped off. Stable display stands utilised. Shatter proof glass in display cases. Meet & greet upon arrival, visitors asked not to touch/climb over ropes etc. In some areas groups are advised to split into smaller numbers to reduce risk.	2	3	6	Low
	Thrust SSC simulator ride.	Height restrictions. Trained member of staff with simulator ride at all times. Secured area. Emergency stop button. Procedure explained by Museum staff.	2	3	6	Low
Lighting	Some areas of low lighting.	Regular safety checks. Museum staff covering areas.	2	1	2	Min
Other Adults	Stranger danger. Child protection.	All front of house Museum staff and Learning team have current CRB checks. Child Protection Policy in place. Museum Assistants on patrol in galleries. CCTV throughout the Museum.	1	1	1	Min
Medical Emergency	Injuries or illness	Qualified First Aiders on site. All of the Learning Team are qualified First Aiders. First Aid boxes in easily accessible places. Radio contact between all staff.	2	3	6	Low