

(a) Location	Stirling Smith Art Gallery and Museum, Dumbarton Road	(b) Activity	School visit to the galleries
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(f) Consequence		
Negligible	1	No lost time injury
Minimal	2	Lead to lost time of one or more days (Strain/Sprain) but less than 3 days
Moderate	3	Injuries classified as notifiable e.g. > 3 days lost (RIDDOR)
Major	4	Fracture/loss of limb (RIDDOR Report)
Extreme	5	Death of person/persons

X

(g) Likelihood		
Rare	1	<10% chance that risk may occur
Unlikely	2	10-20% chance that risk may occur
Possible	3	20-50% chance that risk may occur
Probable	4	50-75% chance that risk may occur
Almost Certain	5	>75% chance that risk may occur

Section 1 : Health & Safety Risk Assessment

(c) Detail elements of Activity	(d) Description of H&S Risk associated with Activity in previous column	(e) Who might be harmed?	(f) Cons	(g) Like	(h) Priority Score (f x g)	(i) List Existing Control Measures (How effective are they at reducing the Likelihood and/ or Consequence?) (if they reduce either column - (f) & (g) should then be altered to reflect this and column (h) to reflect new score)
1 Guided tour of Galleries	Children separated or lost from staff. Lack of familiarity with building.	Children Children	1 1	1 1	1 1	Museum staff explain building layout and are firm about control of children working in collaboration with school staff. Small groups of children used for tours. Additional staff on patrol in museum to observe. School's own staff in attendance at all times in addition to museum staff.
2 Hands –on workshop sessions	Children handling objects such as knitting needles / leg -irons / sharp items.	Children	1	1	1	Small groups used. Adult supervision at all times. Often one to two adults to around 10 children. Adult led activity and safety rules are stressed to children.,
3 Use of grounds for play	Risk of stepping on to road. Risk of fall.	Children	1	1	1	Groups not mixed with others. Ground boundaries made clear. Mainly soft grassed area. Area is fenced off from road. School staff responsible for supervision of children in this area.
4 Disabled visitors	Some stepped areas.	Children/staff	1	1	1	Ramped separate entry to the building available on arrival. Lift for available for the only set of internal public stairs. Disabled access toilet available.
5						

Section 2 : Action Plan – This is the section where treatment actions to reduce the level of risk are to be recorded

	(j) New or Modified Control Measures to be put in place to reduce the risks identified in Section 1	(k) Name of Person required to deliver Control Measure	(l) Control Measure Target Date	(m) Control Measure Completion Date	(n) Supervisor/Line Manager sign-off (Measure (j) complete?)
1					
2					
3					
4					
5					

If you have any concerns or questions regarding this assessment please contact the Corporate H&S Section using the numbers at the bottom of the form

H&S RISK MATRIX	Likelihood					
	Rare	Unlikely	Possible	Probable	Almost Certain	
H&S Consequences	Negligible Injury	1	2	3	4	5
	Minimal Injury	2	4	6	8	10
	Moderate Injury	3	6	9	12	15
	Major Injury	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk Priority	Control Measure Response Time
High	Measure to be implemented Immediately
Medium	Measure to be developed 14 - 28 Days
Low	Measure to be developed > 28 Days

(o) Assessor Name	
(p) Assessor Signature	
(q) Date of Assessment	___ / ___ / ___
(r) Re-assessment Date	___ / ___ / ___