

GREATER MANCHESTER POLICE

Risk assessment

BRANCH / DIVISION:

Greater Manchester Police Museum & Archives Corporate Communications Branch

REF. No.:

DATE OF ASSESSMENT:

May 2019

ACTIVITY BEING ASSESSED:

Visit to Museum for 'Science on trial' event in conjunction with Manchester University

REVIEW DATE:*

May 2020

OTHER RELEVANT ASSESSMENTS / POLICIES:

None

* Risk assessments should be reviewed in the event of an accident/incident or near miss (as part of the accident investigation process) or if there is a reason to suspect the risk assessment is no longer valid, for example the introduction of new equipment or people, change in work process or procedures. Risk assessments should be reviewed on a regular basis, for example annually or more frequently, as determined by the work activity and nature and degree of risk.

NOT PROTECTIVELY MARKED

Work activity	Hazard	Risk (H / M / L)	Control measures required	In place	Further action required
Ref. no. / Description					By when / Responsible person
01 Visit to Museum	Material not suitable for young children	L	Age restriction of 12+	Yes	Risk Assessment will be reviewed annually or when there are significant changes to the services or facilities provided by GMP Museum & Archives, whichever is sooner. Responsible person is the Curator.
	Traffic on Public Highway outside Museum	L	Visitors to event asked to gather in car park to rear of museum away from main highway.	Yes	
	Injury from heavy Victorian doors and cell door hatches	L	Cell corridor will be closed to visitors. Charge Office door operated by staff.	Yes	
	Slip, trip or fall on staircase	L	Verbal warning of steepness of stairs to ensure safe ascent and descent of stairs. Alternative method of ascending to first floor via lift for those with mobility difficulties.	Yes	
	Fire or other need for emergency evacuation	L	Attendee receives verbal information about emergency evacuation procedure, routes available and assembly point. Maximum capacity to first floor of 40 people maintained at all times. All fire doors unlocked prior to people's arrival. KH will act as Fire Marshall on the night.	Yes	
	Emergency evacuation of visitors with impaired mobility who need the use of the lift	L	The lift cannot be used in the event of a fire, therefore if visitors are only able to evacuate the upper floor by means of a lift, they are not allowed access to the upper floor of the building	Yes	

NOT PROTECTIVELY MARKED

Work activity Ref. no. / Description	Hazard	Risk (H / M / L)	Control measures required	In place	Further action required By when / Responsible person
	Special needs of group not met by museum staff	L	Requirements specified at time of booking so staff can adequately prepare for needs of guests. Access statement made available prior to event.		
	Risk to courtroom from drinks/food staining/encouraging pests	M	Refreshments limited to Ken Taylor room.		
	Ensuring maximum capacity levels are maintained throughout event.	M	Visitors will be given sticker or similar to denote whether they are attending one or both events on the night. After the first event has finished there will be a changeover period to allow time for refreshments and ensuring the correct people are out of the building before allowing more inside. Doors will be closed after start time to ensure no additional people can enter building.		
	Slips, trips or falls in courtroom	M	Staff to advise visitors of step up to some of the seating, any cables for filming camera to be kept out of main though fares or stuck to floor.		
	Improper use of car park barrier could lead to injury to person or vehicle.	L	KH to show Uni staff how to operate barrier safely. Staff member positioned at barrier prior to opening to ensure public do not try and use it themselves?		

NOT PROTECTIVELY MARKED

Work activity	Hazard	Risk (H / M / L)	Control measures required	In place	Further action required
Ref. no. / Description					By when / Responsible person
	Lone working policy not enforced.	M	Uni staff to assist with lock up of building with KH and leave together.		
02					
03					

NAME OF ASSESSOR:
Katie Henderson

SIGNATURE OF DIVISION / BRANCH COMMANDER / DIRECTOR:
K. Henderson.....

LOCAL HEALTH AND SAFETY REPRESENTATIVE CONSULTATION: