

SHMM TRUST GENERAL RISK ASSESSMENT FORM.

SUBJECT:	School Visits to Spitfire & Hurricane Halls (Museum Interior)				
COMPLETED BY	Matt Demedts	JOB TITLE	Museum Manager	Date of completion	09/05/2014
1. Describe the hazard	2. Who might be harmed and how?	3. Describe what is done at present to prevent an injury	4. Where required, describe what else needs to be done.	5. Who needs to complete this action, by when?	6. Initial when complete.
Barriers around displays	Children; trips and bumps	Barriers are hi-visibility yellow elastic.	None	Done	MD
Protruding objects (wings, struts, etc.)	Children/Adults; cuts, trips and bumps.	Protruding edges/corners are padded with soft foam.	None	Done	MD
Protruding objects.	Objects; dropped, damaged, can cause injury if they fall on visitors.	Do Not Touch signs and objects fixed to the walls.	None	Done	MD
Pest Traps	Children; poisoning.	Traps out of the way of visitor route and clearly labelled "poison".	None	Done	MD
Electrical Sockets	Children; electrocution.	Sockets not in use are taped off.	Buy safety plugs, more secure and efficient.	Done	MD
General smallness of museum	All visitors; trampling, separation and fire hazard.	Emergency exits clearly labelled and fire alarms in place. Groups are pre-booked to allow for numbers management. Teachers and adults responsible for children.	Continuous awareness and monitoring/testing of fire alarms.	All staff and visitors to the museum.	When visiting the museum
Carried out in consultation with:			Date of last review	09/05/2014	
			Date of next review	05/2015	