


Corporate Health & Safety	CSF/008	Revision: A	Date: 20/3/10	1 of 3
---------------------------	---------	-------------	---------------	--------

*This form may be completed by hand or word

Assessment Sheet No.	1
----------------------	---

Business Group: TELS		Section: Leighton House Museum		 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
18 Stafford Terrace		Review Date:	20/3/11	
Assessment Date: 20/03/10	What/who is being assessed? 18 Stafford Terrace Museum Visitors Risk Assessment			
Name of Assessor: Caroline Hill		Assessors Signature:	Caroline Hill	

Ref No.	Work Task or Activity or location	Hazard Identified	Person(s) at Risk	Severity (1 to 16)	Existing Controls	Probability (1 to 5)	Risk Rating	Remedial Action Required	Residual Risk
FOH 8.1	Road/pavement at front of building	Cars/ Coaches	Visitors, staff,	16	Residential area speed restrictions in place, Limited one way traffic. Groups informed of location of set down point on pre-booking of visits.	1	16		
		Overcrowding on street		2	Staff member always on hand to welcome and process groups into house.	3	6		
		Contractor deliveries		6	Staff members manage deliveries to avoid unloading posing risk to visitors.	1	6		
		Slips, trips, falls		6	Surface and standard of paving monitored by council. Jet washed when surface becomes slippery.	2	12		
FOH 8.2	Steep steps down to basement	Slips, trips, falls Musculoskeletal strain Limited access. egress for those with impaired	Visitors, staff	6	Website, literature and group visiting information indicate access issues so visitors can consider suitability in advance.	2	12		

		mobility							
FOH 8.3	Reception and shop	Overcrowding	Visitors, staff,	2	Pre booked groups have maximum numbers and large groups are split into smaller units. Tour times are staggered to reduce overcrowding. Staff/museum guides on hand to welcome groups and process swiftly into house.	2	4		
		Shop displays		2	Shelving is robust; items of stock are carefully displayed to ensure stability.	1	2		
FOH 8.4	Toilets	Limited capacity (1 per sex)	Visitors	1	Toilets are checked regularly by staff to ensure they are sanitary and stocked. Cleaning contract in place	1	2		
		Fire alarm not audible to those with hearing impairment		16	Staff are trained to check and evacuate all areas of building including toilets.	1	16		
FOH 8.5	Video room	Electrical equipment in Video room	Visitors, staff	10	Staff are responsible for switching equipment on and off. Visitors and school children are supervised by a member of staff at all times. All electrical equipment is PAT tested and procedures are in place for reporting faulty electrical equipment.	1	10		
FOH 8.7	Historic House general	Steep staircases	Visitors, staff	12	Visiting information on website and literature informs visitors about steepness of stairs and unsuitability for those with mobility problems. Visitors/children are led around house by guides, and school children are supervised by adults at all times.	2	24		
		Lack of seating	Visitors	5	Small number of portable foldable stools available for infirm upon request. Limited seating in historic rooms, staff can direct visitors to appropriate chairs.	1	5		

					Groups are made aware that visit will require periods of standing.				
		Low lighting levels	Visitors, staff	6	Groups made aware of low lighting levels before visits. All visitors are supervised by a member of staff	2	12		
		Room displays	Visitors, staff	2	All displays are regularly assessed by curatorial team to ensure they are stable, secure and safe. Ropes barrier off areas deemed unsuitable for visitor access.	1	2		
		Uneven floor surfaces/rugs	Visitors, staff	6	Groups are made aware that there are some uneven floor surfaces in the building prior to their visit.	2	12		
		Fire or other emergency procedures	Visitors	16	Museum Fire Policy and emergency procedures are in place. Visitors are accompanied by a staff member at all times. Guides/ Staff are trained in evacuation procedures. Separate Fire Risk Assessment in place.	1	16		

Key: E (Employees) V (Visitors) MOP (Members of the Public) A (Agency), C (Contractors), R (Residential), CL (Cleaners)