




# Leighton House Museum

\*This form may be completed by hand or word

<b>Assessment Sheet No.</b>	1
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<b>Business Group: TELS</b>		<b>Section: Leighton House Museum</b>		 <p>THE ROYAL BOROUGH OF <b>KENSINGTON AND CHELSEA</b></p>
<b>Workplace Address, location or Section (Delete as appropriate)</b>		<b>Review Date:</b>		
<b>Assessment Date: 20/08/07</b>	<b>What/who is being assessed?</b> School visits to Leighton House Museum			
<b>Name of Assessor: Alan Kirwan</b>		<b>Assessors Signature:</b>		

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
EDU 1	Arrival at museum – coach set down point immediately outside building.	Pupils running onto road	Pupils	8	Teachers informed of location of set down point on pre-booking of visits Staff member always on hand to welcome groups	2	16	Monitor	16
EDU 2	Use of historic rooms by self-guided and guided school groups	Pool in Arab Hall, Staircase Floor Grilles, Statues on plinths	Pupils Teachers Parent helpers	2	Rope erected around pool Teachers advised when booking of need to be vigilant with pupils on staircase, of floor grilles and statues – information repeated before beginning of sessions Pre-paid sessions led by staff member	3	6	Monitor	6



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EDU 3	Use of toilets and shop	Limited space in both locations – possible overcrowding	Pupils	1	All pupils using toilet facilities and shop have to be accompanied by teacher or parent helper	2	2	Monitor	2
EDU 4	Museum garden	Fire escape, Statue	Pupils Teachers	4	All sessions in garden led by staff member	2	8	Monitor	8
EDU 5	Museum general	Fire or other emergency procedures	Pupils, Teachersp arent helpers	8	All museum guided school sessions informed on arrival of emergency exits and procedures for evacuation  Museum Fire policy in place	2	16	Monitor	16

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