


Corporate Health & Safety	CSF/008	Revision: A	Date: 13/10/05	1 of 2
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*This form may be completed by hand or word

Assessment Sheet No.	1
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Business Group: TELS		Section: Leighton House Museum		 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Workplace Address, location or Section (Delete as appropriate)		Review Date:	12/01/14-Heather Farwell	
Assessment Date: 20/05/09	What/who is being assessed? School visits to Linley Sambourne House			
Name of Assessor: Alan Kirwan		Assessors Signature:		

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 House – steps down into basement reception	Users falling down steps	Pupils Teachers Parent helpers	8	Teachers informed of entrance to House on pre-booking of visits Staff member always on hand to welcome groups	2	16	Monitor	16
EDU 2	Use of historic rooms by guided school groups	Staircase, Frames of hanging pictures, Wall-cupboards at head level	Pupils Teachers Parent helpers	2	All groups accompanied within the house Teachers advised when booking of need to be vigilant with pupils on staircase and within historic rooms – information repeated before beginning of sessions Sessions led by staff member and vigilant costumed interpreters	3	6	Monitor	6
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

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EDU 4	Hands-on activity room	Handling of replica Victorian objects made of metallic, wood and other materials	Pupils Teachers	4	All sessions led by staff member with guidance rules	2	8	Monitor	8
EDU 5	Museum general	Fire or other emergency procedures	Pupils, Teachers parent 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)