

Museum Sheffield

Millennium Gallery

Risk Assessment Guidelines – Millennium Galleries

The following information constitutes risk guidelines for the Millennium Gallery. It is intended to support schools and other organisations in carrying out their own risk assessments of the site, prior to visiting. The Millennium Gallery is open to the public and has been assessed by the relevant authorities as being safe to do so.

Museums Sheffield cannot know or account for the specific risks which may be encountered by people using the site, due to circumstances beyond its control. It is important that these specific risks are assessed by staff members at the school or organisation who have a detailed knowledge of the visiting group.

Process/Procedure/Activity: Visit to site by School Group

Area(s) where process/procedure activity is being carried out: Public areas of Site

Job Title(s) of person(s) making risk assessment: Building Services Manager

Hazards identified in relation to process / procedure / activity:

- Children of a young age with variable levels of cognisance of danger or hazards
- Children of a young age who will be excited, nervous, confused, dis-orientated as part of the visit
- Children of a young age assembled as a relatively large group (30 - 40) persons
- Children of a young age who will not have direct adult control as individuals but as a group
- Children of a young age in a public area where other users cannot be controlled
- Children of a young age in an environment not specifically designed with such a person as a primary user
- Children of a young age who may have to use passenger lifts and escalators
- Children of a young age who may be in a building when an evacuation alarm is activated and an evacuation required

Equipment required to carry out process/procedure/activity: No specific equipment required

Persons exposed to potential hazards/risk during process/procedure: All users

List action required to minimise exposure to risk:

Full details of any special requirements need to be identified by the controlling/supervising adults and/or school prior to visit.

- Suitable and sufficient numbers of competent adult assistance needs to accompany the group
- The minimum required numbers as directed by guidelines and statute is acceptable, more than this ratio will be preferable

List any equipment required to minimise exposure to risk:

- No specific equipment required