

## School and group visits briefing and safety pack.

The Museum of Oxford is a space for everyone to explore and discover the stories of Oxford, both past and present, whilst keeping all safe. This briefing pack contains all the information you should need to know to plan an exciting, educational, and safe trip to our museum.

We still encourage schools and group leaders to make a pre-visit to our site so you can see the space for yourself and to help you form your own risk assessment for your group's specific needs. Please contact us for more information about making a pre-visit at [museum@oxford.gov.uk](mailto:museum@oxford.gov.uk).

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## 1. Roles and responsibilities

The Museum of Oxford will:

- Provide an engaging, educational, and safe space for all to learn.
- Facilitate pre-booked educational workshops.
- Work safely in a safe environment. The Museum of Oxford, within Oxford Town Hall, is a certified, safe building. As a part of the Oxford City Council, we work under their Safeguarding and GDPR (General Data Protection Regulation) policies.
- Provide adequate supervision of the public Museum spaces to ensure the gallery areas are safe places for all visitors to enjoy and discover the City's stories through its historical objects and Museum displays.
- Offer space for groups to leave their bags and coats on site during their visit.

Museum staff will:

- Provide a safe place for groups to visit and learn.

- If request, be available to facilitate the group's visit, deliver the workshop and ensure all are having an engaging and safe visit.
- Answer questions or concerns before or during a visit.

The visiting school or group will:

- Enquire about group visits during the workshop planning phase.
- Provide all relevant details to the Museum on request, such as numbers of children and adults in the group; time and date of visit; what they would like to do in the museum during their visit and are there any specific requirements or needs that the Museum needs to know before the visit.
- Make payments promptly for any booking to ensure that the Museum can continue to offer its learning program.
- Bring enough leaders to ensure that the group always has supervision during gallery visits and handling sessions.

The visiting school staff or group leader will:

- Be responsible for every child in the group from the start to the end of the session.
- Supervise and assist in the session whilst making sure that the group is behaving adequately. Museum staff may ask staff to address any issue, be it behaviour or otherwise, to ensure that all visitors, staff, volunteers, and the museum itself are always safe.

## 2. Dos and don'ts in the Museum

We hope that you enjoy your time here and learn more about Oxford's rich history. While you are on-site, we ask all visitors to follow our house rules, listed below. These rules are in place to make your visit as pleasant as possible and to ensure the safety of our exhibitions and objects. They are obligatory for all visitors.

Do

- Ask our staff or volunteers about our objects.
- Sketch or draw any of our objects. Please use pencil only as any ink spillages could damage our exhibitions.
- Take photos without flash.
- Enjoy our interactive learning spaces, including Museum Makers and the Learning Studio if booked as part of your visit.
- Follow all Museum staff directions, especially if a fire alarm sounds.
- Use any accessibility equipment you require, such as mobility scooters, wheelchairs, etc.

Don't

- Smoke. This includes vaping and electronic cigarettes.

- Leave children unaccompanied.
- Eat or drink in the museum galleries, other than breastfeeding babies.
- Talk on the phone.
- Bring animals unless they are a guide or assistance dog.
- Touch objects or artwork.
- Bring in bulky, wet, or pointed objects. This includes large bags, suitcases, and buggies.
- Take a picture using a flash, tripod or selfie stick or for any public purposes.
- Remove Museum equipment from the premises.
- Hold or attend third party tours.
- Run, push, or roughhouse in the Museum.
- Bring in prohibited items that may damage Museum objects, this include but not limited to, tools, blunt objects, food, drink, aerosol generators, explosive flammable, or volatile substances.
- Lean on walls or cases, sit on steps, block, or obstruct entrances and exits, or cross barriers.
- Access non-public or closed areas.
- Leave property unattended at any time.

Please also note that visitors are liable for any damage caused. The Museum is under video surveillance. Final decisions on all the above items lie with members of Museum of Oxford staff.

### 3. Frequently Asked Questions

Do you have to book in advance?

Yes, all groups, be it self-guided or facilitated, need to book in advance. Our facilities are limited so we want to make sure that we can offer the best experience for all.

When can you visit?

We are open from 10 am to 5 pm, Monday to Saturday. Visits can be booked for a morning or afternoon session, or across the full day for more than one class. Please contact us with two or three date options that you would like to book, and we will do our best to accommodate your first choices.

Is it suitable for my class?

Our current workshops are aimed at Key Stage 2, and some can be adjusted for Key Stage 1 groups. We can adapt topics for different year groups or specific needs if you have them. Please contact us to discuss the options.

Do I need to advise you about specific needs in my class?

Please do, if we know about specific needs or adaptations before the visit, we will endeavour to cater for them. That way we can help everyone enjoy their experience at the Museum of Oxford.

What areas of the curriculum does the museum support?

Although we are a local social history museum, our workshops use skills and knowledge from different areas of the curriculum, including history, citizenship, geography, English, drama, science, art, and design.

How much does a visit cost?

Gallery-only visits for up to 1 hour cost £1.50 per student. Oxfordshire schools are free if their gallery only visit is booked in advance.

Object handling workshops for up to 2 hours cost £4 per student, with a minimum charge of £75.

Use of a private room for lunch costs £10 for 30 minutes. There is a one-off £5 fee to raise and invoice. For more information, please contact the museum.

Do you have a risk assessment that I can use?

Yes, a general group visit to the Museum of Oxford is available. We strongly advise that you also visit before the workshop, to help form your own risk assessment that meets the specific needs of your group.

Do you have Safeguarding and GDPR policies?

Yes, as a part of the Oxford City Council, we work under their [Safeguarding](#) and [GDPR](#) policies. They are available to view on the City Council website.

What is the Museum's first aid arrangements?

Museum and Town Hall staff are first aid trained.

Do you have a fire evacuation plan?

Yes, please see the fire evacuation map at the bottom of this document.

Make way to the fire assembly point in your groups following emergency exit signage. Make your way to St Aldates Church via the crossing up the road. Conduct your register there.

Remain at the assembly point until informed by the Emergency Liaison Officer that it is safe to return to the building.

Can I visit the Museum before my group trip?

Yes, we recommend that as the organising person for a group visit, that you make a pre-visit before the trip. This will help you form your risk assessment and give you an idea of how to find your way into and navigate around the Museum. If you wish to see the learning areas as a part of this visit, please ask in advance as these areas may be in use by other groups. Please contact the Museum for more information.

What are the transport options for school or group trips?

As the Museum of Oxford is in Oxford Town Hall, we are extremely easy to get to using local buses. All city and country services terminate near or pass by the Town

Hall. If you wish to hire a coach, loading and unloading is available outside the Museum on single yellow lines between 9.30 am and 4.30 pm. Alternatively, please consider walking here if you are near the Town Hall; our staff might even be able to help highlight interesting or relevant local sites on your route.

How do I pay for the workshop?

Payment can be made in advance or on the day of the visit, by cheque, cash, and credit card. Invoices are available, however there is a £5.00 administration charge. Cheques should be payable to Oxford City Council, marked FAO of Museum of Oxford.

Is there a cancellation fee?

Yes, groups will be charged an administration fee if the visit is cancelled by the group leader.

What are the lunch options for visiting groups?

Please ask when making your booking, lunch areas can be booked for 30 minutes for your group's use, there is an additional £10 fee for this. Tables and chairs are available for this if required.

What is the Museum's supervision ratio requirements?

We ask for groups to be supervised to a ratio of 1 to 6.

Where do I enter the building?

Please enter the building using the main entrance to the Town Hall. There is level access using the 'north entrance' further up the road, please follow signs.

Who do I report to on arrival?

Please make your way to the Museum Shop, where a member of staff will greet you.

What happens if we arrive late?

Timings for workshops and museum spaces are tightly controlled, we have other events and groups using spaces throughout the day. If, for any reason you are running late, please call the Museum on 01865 252334 to inform us of your delay. We will endeavour to run the workshop close to the agreed program; however, elements may have to be lost to make sure the session is completed on time.

How long before the workshop should I plan to arrive?

Please arrive with enough time so the workshop can start at the agreed time. If you have asked to have lunch or visit the Museum by yourself before or after the workshop, please allow time for that. Also, if the class wish to use the toilet, that they do so using the large Town Hall public toilets before the workshop start time, this will allow us to maximise the time working on the topic as possible.

Is there disabled access?

Yes, the entire Museum is accessible. Please note that when entering the Town Hall, for level access use the north entrance. This is located just twenty meters up the road from the main entrance. The gallery areas and learning spaces in the basement can be all accessed by lifts. For more information, please see our comprehensive [Accessibility page](#).

Is there a dedicated bag and coat storage for visiting groups?

Wheeled storage bins will on hand for use by booked groups when they arrive in the Museum learning areas.

Can children refill their water bottles?

Yes, there is taps with water suitable for drinking in the education area.

Can we eat or drink in the Museum?

Not unless you have informed us when you made the booking, there is no eating in the Museum. If booked, lunch can be eaten in the Learning Studio. Bottles may be used for drinking but we ask for these to be kept away from the museum objects.

Can our staff and adult helpers purchase refreshments?

[The Town Hall Café](#) is open 9.30 am to 4.00 pm. However, no hot drinks can be drunk in the Museum galleries and the children must always be supervised. We allow drinks to be drunk in the learning spaces when we are not working with our handling our collection.

Can we visit the Museum Shop?

Yes, before or after a visit, a school can visit the shop in small, supervised groups. We are happy to prepare reasonably priced goodie bags for group visits which can be ordered before your visit. Please enquire for more details.

What should we bring?

The workshop information pack will tell you what you will need on the day.

Where are the toilets located?

The Town Hall, in which the Museum of Oxford is located, has large public male and female toilets. There is also a disabled toilet available here too. These toilets are for public use, they are large and can expediate the process. Within the learning space, there are two accessible toilets for use by a visiting party in an emergency. However, we ask for whole classes to use the larger Town Hall toilets. None of the toilets on site are dedicated to the exclusive use of a visiting school.

Will other schools or groups be visiting?

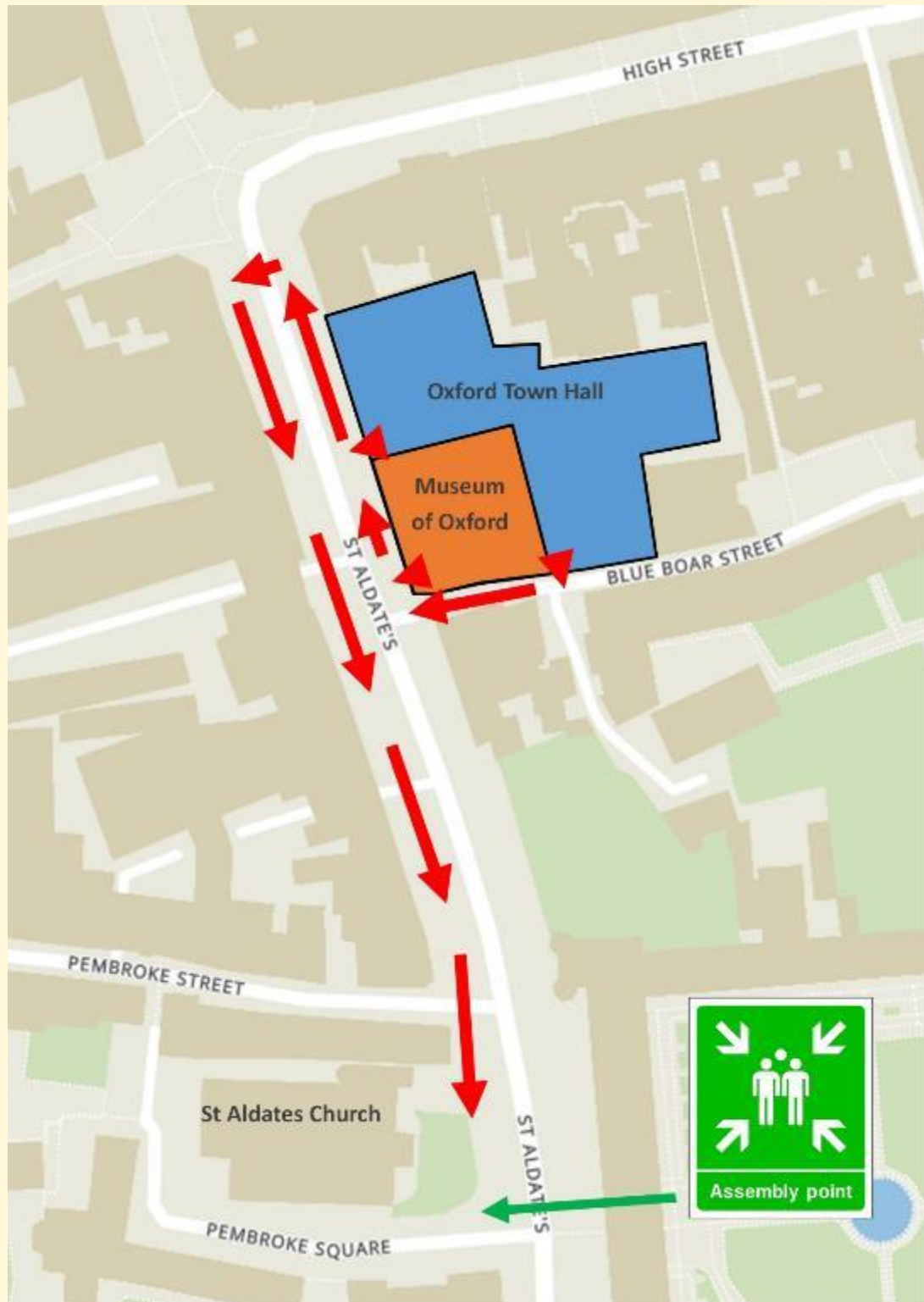
Yes, although you may book a space and a workshop for a specific time. Other areas may be used by another school or group and are also accessible by the public during the visit.

I have another question not answered above?

Please email any questions to [museum@oxford.gov.uk](mailto:museum@oxford.gov.uk), or call the Museum on 01865 252334

Finally, you can visit our website for more information: [museumofoxford.org](http://museumofoxford.org)

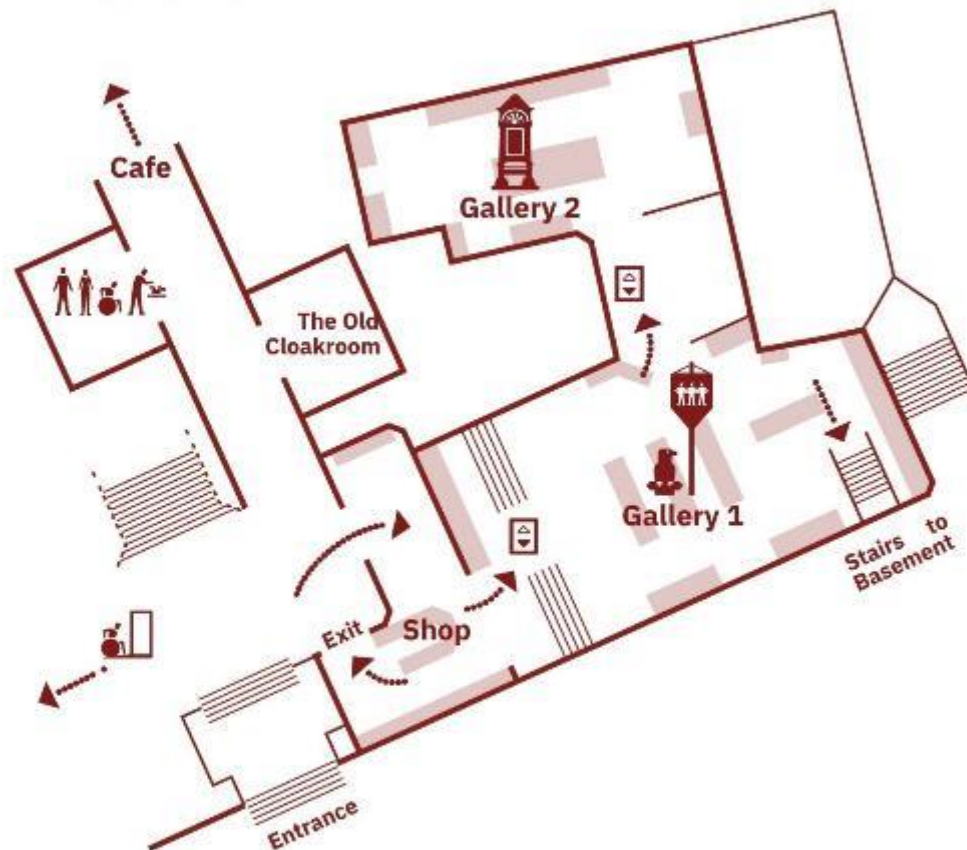
#### 4. Fire Evacuation Map





## 5. Map of the Museum Galleries

### Museum Map Ground floor



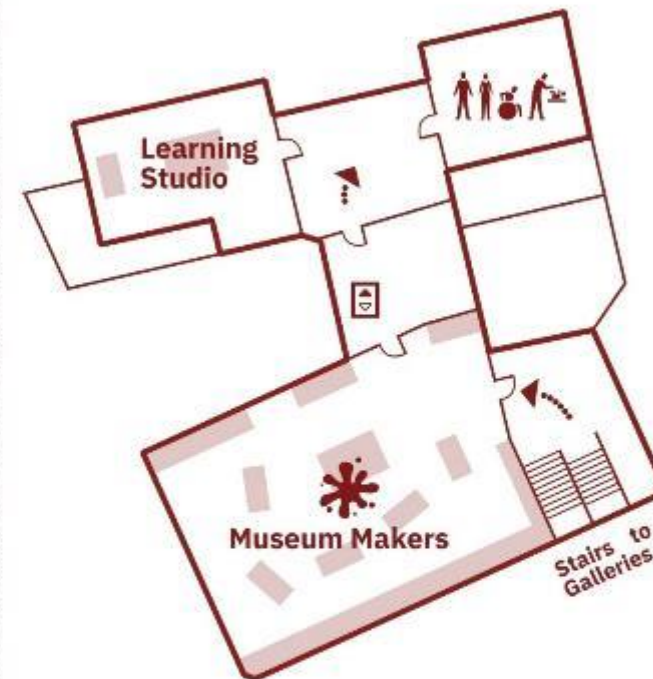
Toilets\*  
 Babychanging

Lift  
 Level Access Entrance

\* Toilets on the ground floor are located at the Town Hall entrance.

The museum is exited via the shop.

### Basement



Museum Makers and Learning Studio can be accessed via the stairs or lift.

The basement toilets are reserved for users of these spaces.



## 6. Organised Educational Group Visits Risk Assessment

The following is a general group visit to the Museum of Oxford risk assessment. We strongly advise booking a pre-visit before the workshop to help form your own risk assessment. Please contact the Museum to make arrangements for this.

### Risk Assessment

<b>Assessment #:</b>	249571	<b>User:</b>	Oliver Parr
<b>Status:</b>	Live	<b>Email:</b>	oparr@oxford.gov.uk
<b>Date Created:</b>	15 Aug 2023 15:00	<b>Phone:</b>	
<b>Date Made Live:</b>	13 Sep 2023 20:26	<b>Open Items:</b>	0

### Activity Details

Risk Assessment Title:

Group Visits to the Museum of Oxford

Location / Area:

Museum Makers, Learning Studio and The Museum of Oxford

Activity / Task Being Undertaken:

This risk assessment covers organised educational group visits to the Museum of Oxford. Groups may use all or some of the Museum Gallery, Makers Space and Learning Studio areas as a part of their visit. These groups may be organised by schools, colleges, other educational establishments or informal groups.

Date of Assessment:

15 Aug 2023

Assessor Name:

Oliver Parr

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
4 Sep 2023	Marco Mucchetto	Major	Rare			 Open
Date	Noted By			Note		
No child records to display.						

Who might be harmed? (Tick all that apply)

- ☒ Staff
- ☒ Students
- ☒ Public / Visitors

How could they be harmed?

Injury to the body from climbing on or disturbing open Museum displays. It will affect children, other visitors and Museum objects on display.

What are you already doing?

- ☒ Floors and access routes are kept clear.
- ☒ Room capacity adhered to
- ☒ Adequate supervision
- ☒ Verbal warnings

Any additional controls required?

*(Left empty)*

Please provide details of all controls

Ensure maximum workshop and museum capacity is not exceeded to avoid unsupervised children.

Staff to welcome classes and explain the risks and how the class is to move safely around the Museum and that museum objects on open display are not to be touched.

Supervised by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.

Galleries supervised by volunteers and CCTV.

A ratio of children and adults is given to schools to allow for appropriate supervision.

First aid: Ensure the workshop leader has access to a walkie-talkie and mobile phone to communicate with the Duty Manager in an emergency.

First Aid boxes are accessible at the reception desk, museum office and volunteer's room

Designated museum staff trained as first aiders: first aiders are also available from Town Hall staff.

Assessment Review Date:

15 Aug 2024

How will this risk assessment be communicated to those affected by its activities?:

- ☒ Written instruction
- ☒ Team brief
- ☒ Email

Supporting Documentation:

(Left empty)

Heights (fall from / failling objects)

SIGNED OFF

Risk Level: 4 (Low)

Updated On: 4 Sep 2023

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
4 Sep 2023	Marco Mucchetto	Major	Rare			<div></div> Open
Date	Noted By			Note		
No child records to display.						

Who might be harmed? (Tick all that apply)

- ☒ Staff
- ☒ Students
- ☒ Public / Visitors

How could they be harmed?

Injury to the body from climbing on or disturbing open Museum displays. It will affect children, other visitors and Museum objects on display.

What are you already doing?

- ☒ Floors and access routes are kept clear.
- ☒ Room capacity adhered to
- ☒ Adequate supervision
- ☒ Verbal warnings

Any additional controls required?

*(Left empty)*

Please provide details of all controls

Ensure maximum workshop and museum capacity is not exceeded to avoid unsupervised children.

Staff to welcome classes and explain the risks and how the class is to move safely around the Museum and that museum objects on open display are not to be touched.

Supervised by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.

Galleries supervised by volunteers and CCTV.

A ratio of children and adults is given to schools to allow for appropriate supervision.

First aid: Ensure the workshop leader has access to a walkie-talkie and mobile phone to communicate with the Duty Manager in an emergency.

First Aid boxes are accessible at the reception desk, museum office and volunteer's room

Designated museum staff trained as first aiders: first aiders are also available from Town Hall staff.

Additional risks for special groups? (Tick all that apply)

☒ Disabled persons

☒ Young Persons (Under age 18)

What are the additional risks?

Groups may consist of supervised children and/or disabled people. Children might not fully understand the potential dangers and risks some actions can result in.

What are you already doing?

Additional supervision from Museum staff, volunteers and group leaders.

A minimum number of adults with a group of children is required as a condition of the visit.

A verbal warning of the appropriate use of museum space is made at the start of every visit.

Group visit guidelines issued to groups prior to the visit stipulating roles and responsibilities.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Rare

Consequence (The probable outcome of the potential incident)

Major

## Risk Level

Probability	Likelihood	Rating	Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
			1	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

## Item Review Date

15 Aug 2024

## Slips, Trips and Falls

SIGNED OFF

Risk Level: 4 (Low)

Updated On: 4 Sep 2023

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
4 Sep 2023	Marco Mucchetto	Minor	Unlikely			<div></div> Open
Date	Noted By		Note			
No child records to display.						

Who might be harmed? (Tick all that apply)

- ☒ Staff
- ☒ Students
- ☒ Public / Visitors



#### How could they be harmed?

Risk slipping, tripping or falling in the Museum. This could be from recently mopped floors, spills, dropped laminated sheets, overcrowding or walking into museum exhibits, glass cases, ascending or descending stairs, or other visitors or their possessions. If needed as part of a group booking, the storage trolleys for school/group bags and coats may be missed.

#### What are you already doing?

- ☒ Where warning signs are used these are removed when no longer required.
- ☒ Spills dealt with immediately.
- ☒ Equipment is stored tidily.
- ☒ Floors and access routes are kept free from obstruction.
- ☒ All steps have handrails.
- ☒ Workshop leader will ensure that guests move around the space safely (no running/roughhousing)
- ☒ Headcount will be kept within set room limits
- ☒ Groups briefed about safe use of space when they arrive.
- ☒ Group leaders informed of risks and their responsibilities before they arrive.

#### Any additional controls required?

*(Left empty)*

#### Please provide details of all controls

Workshop leaders will set out the room with adequate space to move about safely.

Working areas are to be kept tidy, spills mopped up and marked with a wet floor sign. Bags or objects left on the floor moved.

Coats/bags will be stored in designated luggage trollies or on the sides off the floor.

Room capacity will be kept within limits

Guests will be reminded to move about mindfully (no running)

All stairs have been fitted with secure grab rails and grip strips.

Adults only move the trolley and assist children to add/remove items from it.

A ratio of children and adults is given to schools to allow for appropriate supervision.

First aid: Ensure the workshop leader has access to a walkie-talkie and mobile phone to communicate with the Duty Manager in an emergency.

First Aid boxes are accessible at the reception desk, museum office and volunteer's room

Designated museum staff trained as first aiders: first aiders are also available from Town Hall staff.



Additional risks for special groups? (Tick all that apply)

- ☒ Disabled persons
- ☒ Young Persons (Under age 18)

What are the additional risks?

Groups may consist of supervised children and/or disabled people. Children might not fully understand the potential dangers and risks some actions can result in.

What are you already doing?

Staff to welcome classes before they enter the Museum explain the risks and how the class is to move safely around the Museum and that museum objects on open display are not to be touched. Additional supervision is provided by the group's leaders and staff. Adults only move the trolley and assist children to add/remove items from it.

Likelihood (The possibility that something could happen)

Unlikely

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

			Consequence/Severity				
Probability	Likelihood	Rating	Minor	Moderate	Serious	Major	Critical/Fatal
			1	<b>2</b>	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	<b>2</b>	2	<b>4</b>	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Sharps

Risk Level: 4 (Low)  
Updated On: 4 Sep 2023

SIGNED OFF

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
4 Sep 2023	Marco Mucchetto	Minor	Unlikely			 Open
Date	Noted By		Note			
No child records to display.						

Who might be harmed? (Tick all that apply)

- ☒ Students
- ☒ Public / Visitors

How could they be harmed?

Cuts from using scissors or handling objects if used as part of a delivered workshop.

What are you already doing?

- ☒ Procedures regarding the use of sharps (e.g. needles, syringes, pipettes, scalpels, razors, broken glass, etc.) in place to minimise the risk of cuts, sticks and infection.
- ☒ Safety scissors used
- ☒ Appropriate supervision provided
- ☒ Appropriate instruction provided

Any additional controls required?

*(Left empty)*

Please provide details of all controls

Safety scissors are used if needed.

Supervised by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.

Handling objects are checked by the workshop leader for damage before each use and removed/replaced if necessary. If the item is damaged during use, the item is to be removed immediately. Workshop leader to explain how objects should be handled appropriately during the workshop.

A ratio of children and adults is given to schools to allow for appropriate supervision.

No handling of heavy objects. If a heavy object is used in a session, guidance and supervision will be given.

First aid: Ensure the workshop leader has access to a walkie-talkie and mobile phone to communicate with the Duty Manager in an emergency.

First Aid boxes are accessible at the reception desk, museum office and volunteer's room

Designated museum staff trained as first aiders: first aiders are also available from Town Hall staff.

Additional risks for special groups? (Tick all that apply)

- ☒ Disabled persons
- ☒ Young Persons (Under age 18)

What are the additional risks?

Children are more likely to accidentally hurt themselves

What are you already doing?

Children under 5 will not be given scissors

Children over 5 will use them with parental supervision

The workshop leader will remove scissors from anyone not using them appropriately

School staff and the groups escorting adults will encourage good behaviour when handling objects to keep the children and objects safe.

Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Unlikely

Consequence (The probable outcome of the potential incident)

Minor

Risk Level

			Consequence/Severity				
			Minor	Moderate	Serious	Major	Critical/Fatal
Probability	Likelihood	Rating	1	<b>2</b>	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	<b>2</b>	2	<b>4</b>	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

15 Aug 2024

### Finger and limb trap hazard

SIGNED OFF

Risk Level: 4 (Low)

Updated On: 4 Sep 2023

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
4 Sep 2023	Marco Mucchetto	Major	Rare			<div><div></div>Open</div>
Date	Noted By			Note		
No child records to display.						

Who might be harmed? (Tick all that apply)

- ☒ Students
- ☒ Public / Visitors

How could they be harmed?

Finger and limb trap hazard resulting in misuse of doors and doorways.

What are you already doing?

Supervised by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.  
A ratio of children and adults is given to schools to allow for appropriate supervision.  
Any misuse of doors will be stopped and escorting adults informed of the issue immediately.

Any additional controls required?

*(Left empty)*

Additional risks for special groups? (Tick all that apply)

- ☒ Disabled persons
- ☒ Young Persons (Under age 18)

What are the additional risks?

Groups may consist of supervised children and/or disabled people. Children might not fully understand the potential dangers and risks that playing with doors pose.

What are you already doing?

Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops. Any misuse of doors will be stopped and escorting adults informed of the issue immediately. A ratio of children and adults is given to schools to allow for appropriate supervision.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Rare

Consequence (The probable outcome of the potential incident)

Major

Risk Level

			Consequence/Severity				
Probability	Likelihood	Rating	Minor	Moderate	Serious	Major	Critical/Fatal
			1	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

15 Aug 2024

**Safeguarding of vulnerable people**

Risk Level: 10 (Medium)

Updated On: 13 Sep 2023

SIGNED OFF



Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
13 Sep 2023	Marco Mucchetto	Major	Rare		13 Sep 2023	Approved
Date	Noted By	Note				
13 Sep 2023	Katherine Toomey	Risk level is 4. Risk level signed off.				
13 Sep 2023	Oliver Parr	Revised severity from "Severe" to "Major". Revised likelihood from "Unlikely" to "Rare". Risk level is 4.				
4 Sep 2023	Marco Mucchetto	could you please review the severity level.				

Who might be harmed? (Tick all that apply)

- ☒ Students
- ☒ Public / Visitors

How could they be harmed?

Unsupervised children may be at risk of inappropriate behaviour from other visitors, Museum staff, volunteers or school staff. Other visitors, Museum staff or volunteers are at risk of being accused of inappropriate behaviour. Lost or separated child, this could result in emotional harm or physical harm resulting from the other risks without adequate supervision.

What are you already doing?

A ratio of children and adults is given to schools to allow for appropriate supervision.

Children to be supervised in small groups at all times.

Children from an organised group should not be in a room without an adult from the school in attendance. Teachers and accompanying adults remain responsible for the children at all times.

No child is allowed to leave the group unsupervised.

Use of toilet in Town Hall used by supervised groups only.

Lost children assisted by Museum staff and Volunteers.

Any additional controls required?

*(Left empty)*

Additional risks for special groups? (Tick all that apply)

- ☒ Disabled persons
- ☒ Young Persons (Under age 18)

What are the additional risks?



Groups may consist of supervised children and/or disabled people. Children might not fully understand the potential dangers and risks some actions can result in.

What are you already doing?

A ratio of children and adults is given to schools to allow for appropriate supervision.

Children to be supervised in small groups at all times.

Children from an organised group should not be in a room without an adult from the school in attendance. Teachers and accompanying adults remain responsible for the children at all times.

No child is allowed to leave the group unsupervised.

Use of toilet in Town Hall used by supervised groups only.

Lost children assisted by Museum staff and Volunteers.

Any additional controls required?

*(Left empty)*

Likelihood (The possibility that something could happen)

Rare

Consequence (The probable outcome of the potential incident)

Major

Risk Level

			Consequence/Severity				
Probability	Likelihood	Rating	Minor	Moderate	Serious	Major	Critical/Fatal
			1	2	3	4	5
0.8 - 1	Almost Certain	5	5	10	15	20	25
0.6 - 0.8	Very Likely	4	4	8	12	16	20
0.4 - 0.6	Likely	3	3	6	9	12	15
0.2 - 0.4	Occasional	2	2	4	6	8	10
0 - 0.2	Remote	1	1	2	3	4	5

Item Review Date

15 Aug 2024

### PPE

Risk Level: N/A

Updated On: 15 Aug 2023

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
No records to display.						

Personal Protective Equipment Required (Tick all that apply)

*(Left empty)*

### Approval

SIGNED OFF

Overall Risk Level: 10 (Medium)

Updated On: 13 Sep 2023

Date	Added By	Severity	Likelihood	Assigned To	Closed Date	Status
13 Sep 2023	Oliver Parr	n/a	n/a	Katherine Toomey	13 Sep 2023	● Approved
Date	Noted By	Note				
13 Sep 2023	Oliver Parr	Risk level signed off.				
4 Sep 2023	Marco Mucchetto	Risk level rejected and risk assessment returned to the submitter.				
4 Sep 2023	Marco Mucchetto	Could you please consider Manual handling risk.				
16 Aug 2023	Oliver Parr	Assessment resubmitted for review.				
16 Aug 2023	Katherine Toomey	Risk level rejected and risk assessment returned to the submitter.				
15 Aug 2023	Oliver Parr	Sign-off required from Risk Assessment Approvers				

## 7. Oxford Town Hall Overarching Risk Assessment

### Risk assessment

Company name: Oxford City Council

Assessment carried out by: Matt Mortiboy

Date of next review: 24/01/2024

Date assessment was carried out: 25/01/2024

Reviewed/Authorised: David Hunt

Date: 09/01/2024

#### Description

Oxford Town Hall is a multistore multifunction facility, included in the building there is Office space, Cafe, commercial kitchen, multiuse rooms, museum The facility is accessible to public, private events, office staff, council workers, Councillors all ranging from infant to elderly. The site maximum operational time is 06:00-02:00 with staff access 24 hours a day. The site is shut on nationally agreed Holidays. The town hall is a grade two listed building over 100 years old and has been added to and changed and upgraded to be compliant and to ensure the safety of all the occupants. A separate Risk Assessments covers the high-risk areas, this is the Overarching Risk Assessment.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Access/Egress	Staff, Customers & Contractors	<ul style="list-style-type: none"><li>• Checked on opening and closing and regularly throughout the day</li><li>• Areas lockable to control access</li><li>• Escape routes kept clear at all times</li></ul>	NA	NA	NA	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Adverse Weather</p> <p>Entrances and access to town hall, may become slippery increase the likelihood of slips &amp; trips.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Areas regularly checked</li> <li>• Wet floor signs used</li> <li>• Wet mopping to be increased around entrances.</li> </ul>	N/A	N/A	N/A	N/A
<p>Animals</p> <p>Animals may enter the town hall and `attack` bite a member of the public or staff. Pigeons can get in the site and live around the `voids` leaving dropping around the site could result in psittacosis.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Only guide and assistance dogs allowed in the Town Hall</li> <li>• First aiders will always be onsite. PPE to be used when dealing with animal waste</li> <li>• Contractors on the system which can be used for cleans</li> </ul>	N/A	N/A	N/A	N/A
<p>Biological</p> <p>There is a risk of infections to Town Hall Operational team Caused by biological substances such as legionella, blood borne pathogens and psittacosis exposure can be from; cleaning of guttering and areas that birds will roost. Flushing weekly outlets. Clearing of sharps found in the Town Hall.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Employees are advised to cover cuts and abrasions with waterproof dressings and wear gloves.</li> <li>• Employees advised on the importance of good hygiene i.e. washing hands before eating</li> <li>• PPE Available</li> <li>• Awareness training on sharps</li> <li>• Flushing of irregular used outlets</li> </ul>	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Collapse of Structure</p> <p>Scaffolding towers and semi-permanent structures are used around the town hall, there is a risk these structures will collapse if not checked or constructed correctly.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>Competent contractors/trained staff members only to erect any access equipment and scaffolding, these are checked every 7 days</li> <li>After adverse weather all structures potential affected to be examined before use.</li> </ul>	N/A	N/A	N/A	N/A
<p>Display Screen Use</p> <p>Display screen equipment can result in Muscular Skeletal Problems, the sales team, management, reception and facilities maintain roles all spend significant time in front of the computer.</p>	Staff	<ul style="list-style-type: none"> <li>All employees who use DSE equipment are required to carry out a self-assessment and undergo training</li> <li>Free eyesight tests are available.</li> <li>Workstation/desks that meets requirements</li> </ul>	N/A	N/A	N/A	N/A
<p>Electricity</p> <p>Risk of Electrocution due to improper use of electrical equipment.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>Work with or near electrical systems and equipment is only carried out by approved contractors or by electricians from DS.</li> <li>All tools and equipment are regularly tested and inspected (PAT) and all faults reported, and equipment taken out of service until repaired or replaced</li> <li>Hirers provide PAT testing records for their equipment and risk assessments</li> </ul>	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Environmental</p> <p>Some non-public areas of the Town Hall, have poor lighting these areas can increase the likelihood of slips trips and falls Voids, emergency exits and entrances all lead to outside environment these are affected differently in all seasons and could increase the likelihood of slips trips and falls.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Areas of poor lighting, Staff to take radios and/or work mobile with them</li> <li>• Torches can be used</li> <li>• Contractors will have to adequately Risk assess all areas and ensure all method statements are followed</li> <li>• Outside areas are checked by supervisors pre-open and when required</li> </ul>	N/A	N/A	N/A	N/A
<p>Fall of Object from Height</p> <p>Access to three flags and the loft spaces, could result in object falling from height causing an injury to those below</p> <p>Shelving around the facility if incorrectly organised could result in object falling from height causing an injury to those below.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Flags and loft spaces have RA &amp; SSOW in place to control access and items falling from heights</li> <li>• Shelving areas are secured for staff only access</li> <li>• Staff are mandated to conduct risk online training and specific staff will also complete working at height training also.</li> </ul>	Tidying up all storage areas	All	Ongoing	
<p>Fall of Persons from Height</p> <p>While accessing ladders, tower scaffolding, roof spaces &amp; roof</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Working from height train available</li> <li>• Controlled access to these areas by trained personnel only</li> </ul>	Review all confined / working at height spaces	Property H&S / David Hunt	Ongoing	



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
voids there is a risk of employee or contractor could fall from height.		<ul style="list-style-type: none"> <li>Contractors to complete their own RA and held by the contract manager.</li> <li>Ladders are employed only when necessary, Scaffolding is the preferred apparatus.</li> <li>Only trained staff are to use ladders or any apparatus.</li> </ul>				
<p>Fire Safety</p> <p>Risk if widespread fire is at greater risk due to the fabric and age of the building so extra care and attention is needed to prevent fires. Fire could cause death or serious Injury.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>All operational staff to be briefed yearly on evacuation procedures</li> <li>Fire Marshal's training available</li> <li>Adequate means of escape provided checked and signed.</li> <li>Fire alarm system serviced by approved contractor.</li> <li>MCP tested weekly</li> <li>Fire extinguishers in placed and service annually</li> <li>Contractor called out to rectify any fault ASAP.</li> </ul>	N/A	N/A	N/A	N/A
Food Hygiene	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>Sole caterer in place and manage this operations</li> <li>Required staff have food hygiene qualifications</li> </ul>	N/A	N/A	N/A	N/A
Hazardous Substance	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>Asbestos register in place and stored in the building information folder.</li> <li>Staff likely to access to these areas have access to asbestos training.</li> </ul>	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Due to the age of the building, there is Asbestos within the makeup of the building  Cleaning Materials and Chemicals		<ul style="list-style-type: none"> <li>• COSHH training has been completed on inductions to all operational staff.</li> <li>• COSHH stores I specified areas and have locks.</li> <li>• COSHH Training available</li> </ul>				
Housekeeping Inc Storage Areas  Poor housekeeping, mainly in storage areas	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Cleaning chemicals stored in lock stores</li> <li>• Escapes are kept clear by Town Hall staff monitoring these.</li> </ul>	Tidying up all storage areas	All	Ongoing	
Diseases & Infection	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Town Hall would close to public and cancel events if required</li> <li>• COVID practices available if required</li> <li>• PPE available</li> <li>• Areas regularly cleaned</li> </ul>	N/A	N/A	N/A	N/A
Lifting Equipment  Incorrect use	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Lift guidelines in places</li> <li>• Statutory checks on lifting equipment through a service contract, also use for repairs</li> </ul>	N/A	N/A	N/A	N/A
Inadequate Lighting Level  Lighting in the town hall is generally good.	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Daily checks of the building done and issues reported as required</li> <li>• Temporary lighting available for emergencies</li> </ul>	1930's main stairwell to be reviewed re the lighting level	TH & Property	31/03/24	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• Emergencies lighting service and maintenance contract in place</li> <li>• Majority lighting has been converted to LED</li> </ul>				
<p>Lone Working</p> <p>Lone working limited, mainly when opening the building and attending a call out</p>	Staff & Contractors	<ul style="list-style-type: none"> <li>• Lone worker devices available for all staff when lone working</li> <li>• Lone working to be kept to a minimum</li> <li>• Callout process in place with other staff available to support</li> <li>• Radios in place for lone working in parts of the building</li> <li>• Contractors have to provide RAMs prior to their works</li> </ul>	N/A	N/A	N/A	N/A
<p>Machinery</p> <p>Fixed machinery- Lifts, Winches, automatic doors &amp; pumps.</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Pre-use visual checks on all equipment prior to use, any issues are reported and items taken out of order if required</li> <li>• Some items where required and serviced and maintained by their party competent contractors</li> <li>• LOLER inspections in place through service contracts</li> <li>• Procedure for lift failure in place</li> <li>• Relevant staff trained when required.</li> </ul>	N/A	N/A	N/A	N/A
<p>Sharps</p> <p>Broken Glass, used needles &amp; other broken equipment could</p>	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Sharps guidance given to all operational staff</li> <li>• Sharp bins are kept on site with an Ad Hoc collection from initial for disposal.</li> <li>• First aid staff available at all times</li> </ul>	N/A	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
lead to infectious disease injury or serious harm.						
Slip, trips and falls	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Wet floor signs in use after cleaning or wet weather</li> <li>• Areas closed off if required</li> <li>• Regular checks throughout the day by staff</li> <li>• Adequate lighting around the town hall</li> <li>• All accidents and incidents reported with first aid staff available at all times</li> </ul>	N/A	N/A	N/A	N/A
Stress (Staff)	Staff	<ul style="list-style-type: none"> <li>• Policies in place</li> <li>• Access to assistance providers and occupational health</li> <li>• Regular 121 and check ins with all staff</li> <li>• Mental health first aiders available</li> </ul>	N/A	N/A	N/A	N/A
Accident, injuries, and ill health	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• First aiders available at all times, with extra available depending on the operation and events</li> <li>• First aid supplies and equipment available</li> <li>• All accidents and incidents are reported</li> </ul>	N/A	N/A	N/A	N/A
Violence to Staff (All Types)	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• Physical security measures such as alarms, security screens, CCTV, etc are in use.</li> <li>• Reporting procedures for violent incidents in place</li> <li>• Zero tolerance to violence in the venue</li> </ul>	Ensure all staff are trained	Managers	31/03/24	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>• SIA Contracted Security Guards are available through third party supplier</li> <li>• First aiders available at all times</li> </ul>				
Overcrowding	Staff, Customers & Contractors	<ul style="list-style-type: none"> <li>• All rooms have capacities and a building occupancy limit of 1200</li> <li>• All walkways checked they are clear from obstructions.</li> <li>• All entrance and exits illuminated</li> <li>• Events are planned with organisers</li> <li>• Fire and evacuation procedure available to evacuate if required</li> </ul>	N/A	N/A	N/A	N/A