

**KEY:** Hazards are marked on a scale of 1-5, where 1 represents the lowest level or risk/harm to visitors. The effect rating is multiplied by its probability to reach an overall risk rating on a scale of 0-25.

**NB** These are guidelines only and teachers are advised to make their own assessment by visiting MUSA and/or contacting the Learning & Access team on 01334 461683 / 461663.

## Museum of the University of St Andrews Risk Assessment Form

**AREA:** MUSA GALLERIES

**Description:** Covering the areas generally accessed by the public (excluding the Viewing Terrace).

Hazard	Person/ Persons affected	Hazard effect	Effect Rating	Probability Rating	Overall risk (on a scale of 0-25)	Control measures
Fire	General visitors; participants in museum activities; staff	Burns, smoke inhalation, injury on exiting the building	5	1	5	Staff training; fire alarms, exits, extinguishers and sprinklers in museum; housekeeping at start of sessions included fire safety instructions.
Entrance to MUSA	General visitors; participants in museum activities	Heavy automatic door / flooring can be surface slippery when wet	2	1	2	Notices warning of slippery surface available. Front of House staff available to assist visitors.
Galleries in MUSA	General visitors; participants in museum activities	Drawers present danger of trapped fingers / some cases at height for bumped heads (children)	2	1	2	Front of House staff available to assist visitors; for activities, groups will be supervised by member of MCU staff.
Stairs in MUSA	General visitors; participants in museum activities	Cuts or bruises caused by trips on stairs	2	1	2	Front of House staff available to assist visitors; for activities, groups will be supervised by member of MCU staff.
Separate galleries	Participants in museum activities	Losing a child	5	1	5	Supervision by member of MCU staff; sign in sheet

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**AREA:** MUSA VIEWING TERRACE

**Description:** Covering the areas generally accessed by the public.

<b>Hazard</b>	<b>Person/ Persons affected</b>	<b>Hazard effect</b>	<b>Effect Rating</b>	<b>Probability Rating</b>	<b>Overall risk (on a scale of 0-25)</b>	<b>Control measures</b>
Fire	General visitors; participants in museum activities; staff	Burns, smoke inhalation, injury on exiting the building	5	1	5	Staff training; fire alarms, exits, extinguishers and sprinklers in museum; housekeeping at start of sessions included fire safety instructions.
High drops from Viewing Terrace	General visitors; participants in museum activities	Injury from fall from Viewing Terrace	5	1	5	All children supervised by an adult; barriers to drop.
Sun dial	General visitors; participants in museum activities	Injury from protruding arm of sundial; falling off / tripping on sundial	4	1	4	All children supervised by an adult
Seagulls	General visitors; participants in museum activities	Injury from seagull attack	2	2	4	Visitors encouraged not to take food onto Viewing Terrace
Slippery surface – in rainy or icy weather	General visitors; participants in museum activities	Cuts and bruises from falls	2	1	2	Surface salted in icy weather; all children supervised by an adult
Sun exposure	Participants in museum activities	Sun burn	2	2	4	Adults told that children will be outdoors at time of booking.

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**AREA:** MUSA LEARNING LOFT

**Description:** Covering the Learning Loft space

<b>Hazard</b>	<b>Person/ Persons affected</b>	<b>Hazard effect</b>	<b>Effect Rating</b>	<b>Probability Rating</b>	<b>Overall risk (on a scale of 0-25)</b>	<b>Control measures</b>
Fire	Participants in museum activities; staff	Burns, smoke inhalation, injury on exiting the building/ crossing the road	5	1	5	Staff training; fire alarms, exits, extinguishers and sprinklers in museum; housekeeping at start of sessions included fire safety instructions.
Sharp tools in the Learning Loft	Participants in museum activities	Cuts from sharp tools	3	2	6	Sharp tools kept up high when not in use. Use of sharp tools supervised by member of MCU staff; safety issues covered at start of sessions.
Electricity and water in close proximity	Participants in museum activities	Electric shocks	3	1	3	Safety plugs in use throughout; care taken in planning of activities to avoid contact.
Furnishings	Participants in museum activities	Bumps and bruises from running into things	2	2	4	Good contrast between floor and furnishings; supervision by member of MCU staff.