

The MAD Museum Risk Assessment

Mission Statement: The Museum shall be run in a safe manner at all times. Every day a minimum of two people will be in attendance. Safety and an enjoyable experience will take precedence over commercial gain. The culture of safety will be one of “we want people to have a safe and enjoyable experience” not simply one of how do we avoid problems or litigation.

EVERY visitor entering the building, whether Paid entry or Complimentary shall be given a ‘friendly safety warning’. This should take the form of: “I would like to point out to you all today that some of the exhibits contain moving parts that could cause injury if touched. For your own safety please do not touch the exhibits unless it expressly states it is Ok to do so; may I give you this notice which confirms what I have just said to you”. (Any staff who do NOT give every visitor group the safety warning in an adequate and genuine manner will receive two warnings and then will be dismissed).

Parents of small children shall be told to keep them under close supervision at all times.

Any visitor or returning visitors who are thought not to be taking the safety warning seriously will be denied entry to the museum.

Organisation name: The MAD Museum

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	When
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff are asked to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, floors cleaned every day.	Better housekeeping is needed in staff kitchen, e.g. on spills. All visitors given health and safety warning when entering the museum	All staff, teachers, managers to monitor	
Electric shock	Staff and visitors may suffer an electric shock from museum exhibits and other electrical equipment.	All electrical connections are insulated and electrical sockets are protected by RCD. Plug sockets are covered where possible to prevent visitors touching them. Staff are trained in treatment for electrical shock. Written instructions on site.	Regular checks of cables/sockets for signs of wear or damage.	All staff, managers to monitor.	
Fire	Staff and visitors may be harmed if	There are fire extinguishers for general and electrical fires by the museum entrance and rear fire exit. Fire escape is signed and staff are instructed how to	Regular checks of all areas to make sure all areas are kept clean. All flammable liquids are stored away from heat	All staff, managers to monitor	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	When
	a fire were to occur.	evacuate everyone quickly and safely. Smoke detectors are installed throughout the building. A fire blanket is also in the kitchen. Evacuation procedure notices are displayed throughout the building. Lift will not be used in the event of a fire.	sources. All electrical equipment is well ventilated to prevent overheating.		
Young Persons	Visitors under 16 may be injured if unsupervised.	Children under the age of 16 will not be admitted unless with a responsible adult, parent or guardian. All visitors are given a health and safety warning telling them the dangers of exhibits with moving parts. It is the adult's, parent's or guardian's responsibility to ensure the safety of the child while visiting the museum. The staff has the right to warn or eject visitors who disregard these rules. School/groups must be supervised at all times.	Regular checks by staff to ensure the health and safety policy is observed.	<i>All staff, adults, teachers and managers to monitor.</i>	
First Aid	Visitors and staff due to an accident.	A first aid kit is kept at reception. Should an accident occur, staff will treat any injuries and call the emergency services if required. All accidents should be recorded in the accident book (kept on reception) and inform the manager.	All areas and exhibits/equipment should be regularly inspected for faults or damage that could cause injury. Such equipment areas should be repaired immediately or removed.	<i>All staff, manager to monitor</i>	
Last Reviewed	Changes Necessary	Reviewed By	Signature		
March 2018		Katie Wilson Education Officer The MAD Museum Ltd			