

Date of assessment: March 2010

Area	Hazard/Risk	Person(s) at risk	Severity (1-10)	Likelihood (1-10)	Priority number (s x l)	Control measure
Entrance & Foyer	Bull Plain – injury from passing traffic	All visitors and staff	10	1	10	All visitors to take care when approaching and leaving the museum.
	Automatic doors	All visitors and staff	2	2	4	All visitors to be aware the automatic doors upon entering the museum open towards them.
	Head injury from donations box, photograph kiosk or museum guide stand	Child visitors	8	1	8	Children to be made aware of the potential head height cases and asked to behave sensibly and appropriately to their surroundings at all times. No running in the museum.
Shop	Head injury from display cases	Child visitors	8	1	8	Children to be made aware of the potential head height cases and asked to behave sensibly and appropriately to their surroundings at all times. No running in the museum.
	Fingers trapped in window shutters	All visitors and staff	1	1	1	All staff and visitors not to touch shutters on windows. Shutters will be pulled back during opening hours, so trapping fingers is an unlikely and reduced.

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Temporary Exhibition Space	Head injury from gallery plinth or glass cases	Child visitors	8	1	8	Children to be made aware of the potential head height cases and asked to behave sensibly and appropriately to their surroundings at all times. No running in the museum.
	Falling into hand rails	All visitors and staff	1	1	1	Hand rails are bright green in colour to ensure high visibility.
	Electricity sockets	All visitors and staff	10	1	10	All electric sockets are covered.
Early Days Gallery	Tripping on ramp up to gallery	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the museum. The ramp is carpeted to reduce likelihood of slips.
	Bashing into glass cases	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the museum.
	Head injury from Computer kiosk, bench, desktop case and Ibis case	Child visitors	8	1	8	Children to be made aware of the potential head height cases and asked to behave sensibly and appropriately to their surroundings at all times. No running in the museum.
Stairs to the Garden and The Andrews Room	Tripping on stairs	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the museum. All stairs have non-slip edge covers.

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Garden	Tripping on garden steps	All visitors and staff	2	1	2	Caution should be taken when moving around the garden, particularly when the weather is wet/icy. The garden step have hand rails.
	Falling into hand rails	All visitors and staff	1	1	1	Hand rails are bright green in colour to ensure high visibility.
	Head injury from garden furnishings – shed and vent covers	Child visitors	8	1	8	Children to be made aware of the potential head height furnishings and asked to behave sensibly and appropriately to their surroundings at all times. No running in the garden.
	Tripping over border barriers	All visitors and staff	2	1	2	All visitors and staff to take care when moving around the garden, and take note of their surroundings.
	Tripping over potted plants	All visitors and staff	2	1	2	All visitors and staff to take care when moving around the garden, and take note of their surroundings.
	Falling over benches	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the garden, and take note of their surroundings.
The Andrews Room	Electricity sockets	All visitors and staff	10	1	10	All electric sockets are covered.

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Toilets	Getting locked in the toilets	All visitors and staff	1	1	1	Toilet doors are lockable from the inside. Please supervise children at all times. The accessible toilet has a cord that can be pulled in an emergency and a lock that can be opened from the outside in emergency situations.
	Head injury from sinks	Child visitors	8	1	8	Children to be made aware of the potential head height sinks and asked to behave sensibly and appropriately to their surroundings at all times.
Lifts	Injury from automatic doors which open outwards INTO gallery spaces	All visitors and staff	2	1	2	All visitors to be aware that the lift doors open outwards to avoid sustaining an injury. The doors will only open if the lift is called or arriving at a particular floor.
Stairs to the First Floor Galleries	Tripping on stairs	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the museum. All stairs have non-slip edge covers.

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First Floor Galleries	Fingers trapped in case drawers	All visitors and staff	1	2	2	All visitors and staff to take care when opening and closing the drawer in the following cases: Hertford Castle, Health and Well Being, Worship, and The Hertfordshire Regiment.
	Head injury from eye height cases	Child visitors	8	1	8	Children to be made aware of the potential head height cases and asked to behave sensibly and appropriately to their surroundings at all times. No running in the museum.
	Bashing into glass cases	All visitors and staff	1	1	1	All visitors and staff to take care when moving around the museum.
Play shop	Choking on items in play shop	Child visitors	6	2	12	All children to be supervised in the play shop by a responsible adult at all times.
	Trapping fingers in play till	Child visitors	3	1	3	All children to be supervised in the play shop by a responsible adult at all times.