

Appendix 5.4 – Sample risk assessment form

Museum of St. Albans – Natural History Section Risk Assessment Form (1 of 2)

MUSEUM OF ST ALBANS HATFIELD ROAD ST ALBANS HERTFORDSHIRE AL1 3RR	DEPARTMENT	LOCATION	DATE OF ASSESSMENT	
	Natural Sciences	Museum of St Albans, Hatfield Road	SIGNATURE	
	WORK ACTIVITY	PEOPLE INVOLVED	REVIEW DATE	
	General admin/site visits/exhibitions	Keeper of Natural Sciences	COPIED TO SAFETY OFFICER Yes/No	
HAZARDS	CONTROL MEASURES EXISTING	ACTION REQUIRED	RISK ASSESSMENT HIGH/MED/LOW	DATE OF ACTION
<i>VDU usage</i>	VDU course provided VDU equipment provided Eye sight tests offered VDU screen policy	None	L	
<i>Manual lifting tasks</i>	Hydraulic trolley provided where necessary Manual handling course offered	Arrange for manual handling course	M	
<i>Electrical appliances</i>	Portable appliance tests carried regularly Cable protectors used	None	H	
<i>Occasional use of hazardous substances</i>	Issue of COSHH assessment of substances Keeper of Conservation available for consultation	None	L	
<i>General office environment hazards Fires, trips and falls etc</i>	Office health and safety course attended Staff issued with Safety Policy document		L	
<i>Minor personal injury</i>	First Aid box First Aider on staff		L	
<i>Use of microscope</i>	Eye tests as per VDU use		L	
<i>Dirt/contamination/handling dirty specimens in field (Tetanus, Leptospirosis, asthma and other unknown biological hazards)</i>	Up to date tetanus/polio/typhus inoculation	None	L/M	
<i>Fire hazards</i>	Up to date fire extinguishers plus clear notices to emergency exist Fire safety course offered		L	
<i>Site visits (quarries/mines)</i>	Hard hats and protective clothing provided Geological Site Safety Code Council Health and Safety policy issued Booking out giving return time	Report to site manager Provide mobile phone	M	

Museum of St. Albans – Natural History Section Risk Assessment Form (2 of 2)

MUSEUM OF ST ALBANS HATFIELD ROAD ST ALBANS HERTFORDSHIRE AL1 3RR	DEPARTMENT	LOCATION	DATE OF ASSESSMENT	
	Natural Sciences	Museum of St Albans, Hatfield Road	SIGNATURE	
	WORK ACTIVITY	PEOPLE INVOLVED	REVIEW DATE	
	General admin/site visits/exhibitions	Keeper of Natural Sciences	COPIED TO SAFETY OFFICER Yes/No	
HAZARDS	CONTROL MEASURES EXISTING	ACTION REQUIRED	RISK ASSESSMENT HIGH/MED/LOW	DATE OF AC
<i>Travel, use of car for business purposes</i>	Licenses, MOTs and insurance policies checked on annual basis Safe driving course offered	None	L	
<i>Physical and verbal abuse from members of the public</i>	Personal safety book issued Violence at work course offered	None	L	
<i>Handling/rescuing bats from roof voids in building</i>	Bat-workers licence issued after full training Training and Safety Instructions issued by English Nature Protective clothing and torch Training/safety document on rabies contracted from bat bites Post-exposure prophylactic rabies treatment available in hospitals	None	H	