

The Lanman Museum Risk Assessment

The Lanman Museum is located on the first floor of Framlingham Castle. Framlingham Castle is owned by Pembroke College Cambridge and is managed by English Heritage. The Lanman Museum is open to the public during castle opening times. The museum is unlocked, and safety checked by EH staff prior to opening the castle to the public each day. In addition, there is a rota of museum volunteer stewards that are on duty for parts of the day on some of the days that the castle is open. When a museum steward starts their duty, part of their routine is to carry out a visual health and safety check and report any action that is required to the Trustees in the stewards' log which is kept on the stewards' desk and is regularly checked by the museum trustees.

Facility / Activity	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required
Movement around museum	condition of flooring - loose floorboards or changes of levels	general public (g p)	low	medium	low	Museum stewards and EH staff visual on opening and when starting duty	report in stewards' diary
	gangways	g p	medium	medium	medium	EH staff and duty stewards check that gangways are clear at start of duty. If work is being carried out to displays the area concerned should be cordoned off	EH staff or museum stewards will remove obstruction
	trailing electric cables	g p	low	low	low	If trustees are using electric tools for repair or displays all cables should be contained in the cordoned off area	

	spillages	g p	low	medium	low	Rolls of absorbent paper towels under stewards' desk	Mop up spillage with paper towels. cone off area until dry and safe.
	lighting	g p	low	low	low	Check that lights are switched on at start of duty. Lights are switched on and off by EH staff.	
Work at height (falls)	changing displays	trustees	medium	medium	high	Safety step stool or stepladder to be used to work above floor level	
	high work	trustees	medium	high	high	High work on a ladder or stepladder should be carried out by a minimum of two people e.g. changing lightbulbs	
Furniture and fixtures	permanent fixtures	g p	low	low	low	all freestanding fixtures and displays to be securely fixed	
	furniture	trustees	low	low	low	Should be suitable in size and fit for purpose	
	portable equipment	trustees and g p	low	low	low	Should be stable and placed on a suitable surface	
	glazing	g p	low	medium	medium	Museum stewards visual check on opening and when starting duty	

	Splintering on wooden cabinets	g p	low	medium	low	Museum stewards visual check on opening and when starting duty	
Manual handling	displays and artefacts	trustees	low	medium	medium	Suitable trolleys to be used when moving heavy objects	
electrical equipment	repairs and displays	trustees	low	high	medium	A circuit breaker should be used when using corded electric tools. Use battery powered tools where possible	
Fire	exit doors	g p	low	high	low	Ensure doors are clearly marked, unobstructed and unlocked	
	firefighting equipment	stewards	low	low	low	Firefighting equipment is in place inside the museum	
	evacuation procedures	stewards and gp	low	medium	low	Evacuation procedures are clearly displayed and are part of the induction routine for stewards	
Children and vulnerable adults	lost child or adult	g p	low	low	low	Steward will escort the child or adult to an EH member of staff on the ground floor	See also safeguarding policy

Security	Lines of site	stewards	low	low	low	Stewards have a clear line of sight through the museum from their desk	
	tampering to display cabinets, free standing exhibits and wall displays	stewards	low	low	low	Museum stewards visual check on opening and when starting duty	report in stewards' diary
	lost property /suspect package	stewards and gp	low	high	low		Take lost property to EH staff on ground floor Leave suspect package where it is, evacuate museum room in accordance with fire evacuation procedure and inform EH staff
walls and ceilings	falling plaster and debris	g p	low	low	low	Museum stewards and visual check on opening and when starting duty	Sweep up and dispose with brush and dustpan kept in garderobe. report in stewards' diary
	water ingress	artefacts and displays	medium	low	medium	Check particularly around chimney area when stewards start duty	report in stewards' diary and cover with tarpaulin if necessary (in garderobe)

Injury to a member of the public	minor cut or fall	g p	low	low	low	A First-Aid kit is kept in the Stewards' desk drawer for a minor injury. A steward should seek assistance from a member of EH as there will be a First Aider on duty.	Record details of the incident in the book provided in the Stewards' desk.
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A regular full health and safety inspection will take place In March, June and September each year by trustees of the museum.

This risk assessment was compiled by Lanman Museum Trustees *Lindsay Huggins* and *Jerry Hill* Date: 2nd March 2023

Approved and adopted by the Trustees Date: