

MOD RISK ASSESSMENT FORM

MOD Form 5010

Establishment / Unit / Platform:		The Staffordshire Regiment Museum – Bldg 37		Section / Department / Sub-unit:		Education	
Main activity / task / process / location:		Education Session - FWW & SWW (Schools)				Assessment type (Check as appropriate; Note 1)	
Specialist risk assessment (Note 2):						Generic ☐	Specific ☒
Relevant policy, regulation and procedures being followed e.g., JSPs, PAM 21, SOPs, SSW.		Fire safety and H&S policies/procedures			Assessment serial No:		SRM/003
					Overall assessment rating (Note 3)		20
(a)	(b)	(c)	(d)	(e)		(f)	(g)
Ref	Describe sub-task / activity / process (Note 4)	Hazard identification (Something with potential to cause harm or damage)	Who might be harmed (Specify all persons including contractors, visitors, members of public)	Existing control measures (What are they)		Risk rating (Note 5)	Is the risk ALARP and tolerable Yes/No?
1	Deactivated weapons and ammunition demonstrations	Injury to body from unsecured parts or improper use	Staff, volunteers and members of the public, school pupils.	Only trained staff and volunteers to use or operate deactivated or reproduction weapons. All display weapons should be replicas or deactivated firearms with appropriate paperwork (deactivation certificates). Any loose ammunition should be kept in a closed box or a safe distance from visitors. Re-enactors (and associated groups) should provide own RA for weapons displays. Staff and volunteers are to ensure that all weapons are appropriately secured before and during the session. The 'Armoury Sheet' (inside the armoury cupboard) lists all weapons, grenades and ammunition and should be completed as the sign-out sheet for any items. No weapons are to be left unsupervised and should be secured back into the armoury cupboard as soon as the session ends. Most displays will be set-up in the main gallery, but the Volunteers' Room can be used as an alternative lockable space. Visitors and school pupils will only handle weapons under direct supervision from staff and volunteers.		1 X 3	Yes

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2	Slips and trips	Poor lighting, unsuitable flooring, uneven or damaged floor surface, trailing cables	Staff, volunteers and members of the public, school pupils.	Additional lighting set-up in low-light conditions. Floor surface areas inspected by staff and volunteers prior to visit. School groups advised to wear appropriate footwear and clothing via website (FAQs) and documentation prior to visit. All trailing cables and wires will be covered by secure cover/trunking or blocked off by tables (if applicable).	2 X 1	Yes		
3	Overcrowding	Injury to body from pushing, crushing or falling, dangerous behaviour, climbing structures	Staff, volunteers and members of the public, school pupils.	Staff and volunteers will manage crowd control and ensure a one-way system in place for large groups in and around the museum gallery and outdoor exhibits. Capacity will be limited in and around the displays. Group sizes are between 10 and 15 pupils with a member of school staff present throughout the visit.	2 X 1	Yes		
4	Artefact/historic object demonstrations	Injury to body from unsecured parts or improper use	Staff, volunteers and members of the public, school pupils.	Any objects deemed too fragile or inappropriate for public access will be secured in a glass-top box or similar. Some items will only be handled by staff/volunteers to avoid damaging object. All members of the public will be assisted with any handling activity. Nothing with sharp edges or broken parts will be given to visitors. Interactive and handling materials will be kept separate from display items. Pupils must wash hands after handling. Museum staff and volunteers are to ensure the age of participants is considered when the activity is planned and equipment and materials provided are appropriate.	1 X 3	Yes		
5	Wearing of uniform and headwear	Injury to body from unsecured parts or improper use	Staff, volunteers and members of the public, school pupils.	Permitted under the supervision of museum staff and volunteers who will provide guidance on how to wear or handle clothing. Many of the items will be modern reproductions.	1 X 2	Yes		
6	Armoured vehicles	Falling from height, injury from exposed parts and moving in a tight enclosed space	Staff, volunteers and members of the public, school pupils.	Museum staff and volunteers to provide access to the armoured vehicles. Pupils to wear appropriate head protection (helmets) and clothing as directed by staff and volunteers. School staff must supervise children at all times. Pupils can enter the interior of the vehicles but no climbing is permitted on the exterior.	2 X 4	Yes		
Assessor name: (signature) (Note 9)		Rachael Abbiss	Rank / Grade	Dr	Post / Role	Museum Director	Assessment date: (dd/mm/yy)	18/03/26
Authorising officer / manager name (signature) (Note 9 & 11)			Rank / Grade		Post / Role		Date: (dd/mm/yy)	

Additional control measures required by the authorising officer, commander, manager, or accountable person to be in place prior to the task / activity / process commencing. (Note 6) (detail below)		Re-assess to determine residual risk rating (Note 7)	Is residual risk now ALARP and tolerable Yes/No? (Note 8)	Name (and signature) (Notes 10 & 11)	Rank / Grade	Post / Role	Date (dd/mm/yy)
1							
2							
3							
4							
5							
Risk assessment review number (Note 13)							
Timeframe (i.e. 6 month, annual) and / or reason for review							
Reviewer's name: (and signature) (Note 9)			Rank / Grade		Post / Role:		Review Date: (dd/mm/yy)
Authorising officer / manager name (and signature) (Notes 9 and 11)			Rank / Grade:		Post / Role:		Date: (dd/mm/yy)
Risk assessment review number (Note 13)							

Timeframe (i.e. 6 month, annual), and / or reason for review							
Reviewer's name: (and signature) (Note 9)		Rank / Grade:		Post / Role:		Review Date: (dd/mm/yy)	
Authorising officer / manager name: (and signature) (Notes 9 and 11)		Rank / Grade:		Post / Role:		Date: (dd/mm/yy)	

his free text section allows for detailing further additional control measures required for example by the authorising officer, commander, manager, or accountable persons (**Notes 6, 7, 8, 9, 10, 11 and 12**)