

MOD Risk Assessment Form

MOD Form 5010
(V1.3 Mar 16)

Establishment /Unit/Ship: The Staffordshire Regiment Museum		Assessment Ref: StaffsMuseum/003/ Activities	Date: 06/03/2023
Section/Department: Site wide		Assessment Type <i>(Note 1) tick as appropriate</i>	
		Specific <input checked="" type="checkbox"/>	Generic <input type="checkbox"/>
Activity/Process: Activity Sessions provided to schools/group bookings and on event days		Who is at risk:	
		All staff: <input checked="" type="checkbox"/>	
		Operators and/or maintenance staff: <input checked="" type="checkbox"/>	
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>	
Ref	Hazard	Existing Control Measures <i>(Note 2)</i>	Significant Residual Risk. Assessment Req'd
1	Weapons handling	<p>Ensure only weapons from 'Handling' armoury are used by staff/appointed volunteers.</p> <p>Staff to check if school supervisors are allowing weapons handling by pupils..</p> <p>If NO....weapons to be displayed by guides.</p> <p>If YES...weapons can be handled under supervision...ensure bayonets removed, no pointing at individuals.</p> <p>Ensure instruction on cocking and 'firing' are followed.</p> <p>Museum staf/appointed volunteers to closely observe weapon handover from pupil to pupil.</p>	No
2	Handling WW2 Gas Masks- warning these may contain asbestos	<p>No handling to be permitted by any museum visitors.</p> <p>Stored inside locked lockers and only accessible by</p>	No

		designated museum personnel. Never to be placed on or near to face. Any damage or signs of deteriorations to be reported to a member of museum management team	
3	Wearing of Uniform and headwear	Not permitted, clothing can be handled by learners but not worn	No
4	Handling of Museum exhibits or objects	Ensure all persons holding the items are instructed to wash their hands immediately after activity ceases. Do not allow eating or drinking in vicinity of handling sessions. Ensure all items with low radiation signatures/hazardous are kept behind glass and not handled.	No
5	Activity/craft sessions	Ensure adult supervision by children at all times by parent/guardian or supervisor. Ensure age of participants is considered when the activity is planned and equipment and materials provided are appropriate.	No
6			
7			

Likelihood		Risk Matrix			MOD Form 5010 (V1.3 Mar 16)
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High	
Occasional occurrence.	2	2 Low	4 Med	6 High	
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med	
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.	
Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)		Risk Rating	Additional Controls Required (Note 3)	
1	Handling Weapons		1x3 Medium	Issue gloves to volunteers working with the weapons and any visitors handling the items	
2	Handling WW2 Gas Masks- warning these may contain asbestos		1x3 Medium	To note- all WW1 respirators were replaced with modern day reproductions	
3	Wearing of Uniform and headwear		1x3 Medium	Controls Adequate	
4	Handling of Museum exhibits or objects		1x3 Medium	A list of items with radioactive signatures is available in the Museums main office	
5	Activity/craft sessions		1x2 Low	Controls Adequate	
Assessor (Note 4)			Manager (Note 4)		Overall Risk Rating (highest risk)
Name/Signature:	Andy Roden		Name/Signature:	Peter Collins	
Rank/Grade:	C2		Rank/Grade:	Civilian	
Post/Role:	SHEF Coordinator		Post/Role:	Director	Medium
Manager Assessment Review (Note 4 and 5)					
Date:					Review frequency
Name/Signature:					Yearly

Notes:

- 1 If using a 'Generic' risk assessment, Assessors and Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified they are to be recorded and the Generic assessment updated.
- 2 Only a reference to the safe system of work or simple description of the control measures is required. If the existing control measures reduce the risk to ALARP and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.
- 3 If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.
- 4 Managers are to note that they are responsible for production of the risk assessment and that by completing this section they acknowledge ownership of the risk and that the risk assessment is suitable and sufficient. Signatures may be required by local procedures where hard copy risk assessments are used but are not necessary for soft copies as electronic signatures provide an audit trail.
- 5 Risk Assessments are to be reviewed:
 - at a frequency proportional to the risk (e.g. high risk – 6 monthly; medium risk – annually; low risk – every 2 years)
 - where required by local instructions/procedures;
 - prior to use if the safe execution of the activity relies on:
 - a permit to work; or
 - stringent adherence to a safe system of work and/or supervision.
 - if there is reason to doubt the effectiveness of the assessment.
 - following an accident or near miss.
 - following significant changes to the task, process, procedure, personnel or line management.
 - following the introduction of more vulnerable personnel.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Severity			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

High	Rigorous scrutiny of control measures required to ensure ALARP, Improve control measures where possible; consider stopping work. Conducting activities at this level of risk may require formal approval from the appropriate Duty Holder.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review regularly or if there are any changes.