

**Risk Assessment of Threats for Museums:**

**Organisation Name: Assessor(s) Name and Role:**

**Date of Assessment: Next Review Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the Hazards?** | **Best practice** | **Comments on this - including your current provision and further actions needed** | **Who will carry out the actions needed** | **Projected Completion Date** |
| **Fire** |   |   |   |   |
| Fixed wiring | The organisation has a 5 yearly fixed wiring test and undertakes annual visual checks |   |   |   |
| Electrical Safety | PAT testing is routinely undertaken |   |   |   |
| Electrical safety | Sockets are not overloaded, and wires are kept neatly |   |   |   |
| Fire Detection | Fire Alarm systems are installed and regularly tested and serviced |   |   |   |
| Building fire | Fire Doors are in place and not obstructed |   |   |   |
| Localised Fire | Fire extinguishers are in place and in date |   |   |   |
| Localised Fire | Staff have received training in using a fire extinguisher |   |   |   |
| Building Fire | There is a clearly written fire evacuation procedure which staff are trained in |   |   |   |
| Building Fire | The Fire evacuation procedure is tested regularly and recorded |   |   |   |
| Contractor Management | Hot works licenses are in place for any on-site hot works |   |   |   |
| Open flames management | Any open flames are managed - for example open-fires are swept |   |   |   |
| Flammable Materials | Any flammable material stored on site is kept in fire protective storage and risk assessed separately |  |  |  |
| *Other Fire Hazards* | *List any other potential fire hazards specific to your organisation and how you can mitigate against them* |   |   |   |
|   |   |   |   |   |
| **Water** |   |   |   |   |
| Water ingress | Gutters are regularly cleaned, and drains checked for blockages |   |   |   |
| Water ingress | Visual checks are regularly carried out in at risk areas, including burst pipes due to adverse weather |   |   |   |
| Open water | Appropriate safety measures are in place for areas of open water e.g. Lake |   |   |   |
| Flood | When the building is at risk of flooding there are plans in place to safeguard the collection |   |   |   |
| Flood | There is an understanding of where localised flooding can occur and preventative measures in place such as sandbags |  |  |  |
| *Other water hazards* | *List any other potential water hazards specific to your organisation* |   |   |   |
|   |   |   |   |   |
| **Environmental Hazards** |   |   |   |   |
| High Winds | A high winds policy is in place |   |   |   |
| High winds | There are Tree maintenance plans for sites with gardens/grounds |   |   |   |
| Cold | Buildings are checked for mould infestations. Where these infestations occur, protective clothing is available for cleaning and management |   |   |   |
| Cold | There are procedures for staff working in cold environments for prolonged periods |   |   |   |
| Lightening | Lightening conductors are maintained (where applicable) |   |   |   |
| Extreme temperatures | Collections areas are monitored for significant changes in RH and temp to safeguard collections |   |   |   |
| Pest Damage | There is a Care and Conservation plan for collections including general housekeeping and maintenance to mitigate pest infestations |  |  |  |
| Toxic Substances | All toxic chemicals kept on-site (including collections/cleaning etc) have the appropriate documentation (COSHH/ IOSH) and risk assessments. They are stored in secure locations and clearly marked |  |  |  |
| *Other adverse weather hazards* | *List any other potential adverse weather hazards specific to your organisation and how you can mitigate against them* |  |  |  |
|   |   |   |   |   |
| **Security** |   |   |   |   |
| Collections Theft | A risk assessment of security arrangements is in place - collections audits are regularly undertaken |   |   |   |
| Physical Assets Theft | A risk assessment of security arrangements is in place - security arrangements are made such as for donations boxes |   |   |   |
| Other Theft - such as copyright/ IP | A risk assessment of security arrangements is in place - there is a policy on managing copyright and Intellectual Property held by the museum |   |   |   |
| Cause motivated vandalism | A risk assessment for sensitive programming is undertaken - such as political exhibitions.  |   |   |   |
| Cause motivated protest | A risk assessment is undertaken for planned protests. There is a procedure in place for managing this if it is a probable activity |  |  |  |
| Other vandalism | A risk assessment of security arrangements is in place - there are appropriate security measures such as CCTV |   |   |   |
| Collections Data Breach | Accession registers and collections databases are backed up with a copy stored in a fire proof location |   |   |   |
| Sensitive Data Breach | GDPR training and guidance is given to all staff. All sensitive data is managed to GDPR standards e.g. Password protected |   |   |   |
| Terrorism | Evacuation procedures for the building are in place and regularly tested |   |   |   |
| Cyber Attack | Contingency plans are in place for when computer systems are compromised. A paper copy of the accessions register and Emergency Plans are kept on-site in a secure location |   |   |   |
| Lone Working | There is a lone working policy for the organisation which safeguards individuals |   |   |   |
| Safeguarding | There are safeguarding policies and procedures in place, regular training is given in this area. |   |   |   |
| *Other security hazards* | *List any other potential security hazards specific to your organisation and how you can mitigate against them* |  |  |  |
|   |   |   |   |   |
| **Emergency Preparedness** |   |   |   |   |
| Emergency Plan | Your organisation has a written Emergency Plan which includes steps to be taken in an emergency, measures to salvage the collections, emergency telephone numbers, the location of supplies that might be needed in an emergency and floor plans of buildings. |   |   |   |
| Dissemination of Plan | Every member of the team is trained in emergency preparedness appropriate for their role |   |   |   |
| Dissemination of Plan | Agencies such as the fire brigade and police liaisons are provided with a copy of the plan |   |   |   |
| Emergency Plan | Hard copies of the plan are kept in a fire and flood proof location |   |   |   |
| Emergency Plan Review | The plan is up-to-date and reviewed annually - including updating emergency contact details |   |   |   |
| Emergency Plan Testing | The Emergency Plan is tested annually – various scenarios are considered |  |  |  |
| Emergency Salvage | You have identified high priority objects and documents that would need to be salvaged in an emergency and created salvage procedures |   |   |   |
| Emergency Salvage | You have an ‘essentials’ emergency salvage kit which is maintained on-site and/or awareness of where you can access support in this area in the case of an emergency |   |   |   |
| *Other Emergency Preparedness Hazards* | *List any other potential emergency preparedness hazards specific to your organisation and how you can mitigate against them* |  |  |  |