

Health & Safety Risk Assessment

Activity / Event: Premises Risk Assessment		Location: Colchester Castle Museum		Date: February 2026		
Assessor Name: Philip Wise		Assessor Signature: <i>Philip J. Wise</i>		Assessment Ref:		
What are the hazards?	Who may be harmed and how?	What are you already doing to control this risk?	What further action is necessary to control this risk (if any)?	Action by who?	Action by when?	Done
Fire and emergency	Staff, visitors, contractors: burns, entrapment, smoke inhalation, death	• Fire alarm on site • Fire extinguishers on site • Evacuation procedure in place • Fire exits kept clear and accessible • Regular PAT testing in place • Staff training in evacuations • Fire Risk Assessment conducted annually • Fire Risk Assessment actions reviewed annually • No smoking policy exists throughout the building. Guests advised to smoke at far end of Castle bridge, metal buckets provided for disposal of cigarette ends.	• Staff to check outside smoking area to ensure all smoking materials extinguished after closing • Staff to ring the Fire Service on 999 if a fire is discovered between 9.00 am and 5.00 pm.	All	Ongoing	

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Use of cleaning materials	Contractors and staff may suffer skin reactions/poisoning	- Cleaning materials kept in locked cupboard - Only low risk chemicals available for use by staff - PPE available - List of hazardous materials recorded for COSHH	None			
General portage, slips, trips and falls	Staff, contractors, visitors, guests: injury	- Training provided for lifting/moving goods - Staff clean up spillages immediately, leaving floor dry - Good housekeeping – suitable storage - No trailing cables, all cables suitably secured or covered	Suitable footwear worn by staff	All	Ongoing	
Contractors carrying out work in the Museum (including installing exhibitions)	Visitors and staff: injury	- Issue control measures to contractors - All work areas segregated where possible to prevent public coming into contact with the contractor's work.	- Contractor's own risk assessment. - Staff to monitor to make sure public do not enter areas where the contractors are working.	Contractor All	Ongoing	

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Overcrowding	Visitors: fainting, panic attacks, trips, falls and crushes.	- Maximum limit on visitor numbers at any one time (300). Staff to monitor and control entry if necessary. - Museum staff to ensure that room gangways and entry and exits are kept clear.	None			
Assault	Staff, visitors, contractors, guests, suppliers: injury	- Radio and telephone contact - Minimum staffing levels maintained - Staff to adhere to legal requirement not to sell alcohol to intoxicated guests - No alcohol to be consumed outside the building - Staff to maintain polite, good behaviour – understanding how to avoid confrontation - Glassware to be cleared regularly - Entry to building controlled by key holders beyond opening hours	None			

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Tours of vaults, NW and Great Stairs, roof and Castle environs.	Staff and visitors: injury	Tour groups are led by trained guides and educators who issue safety instructions where appropriate.	None			
Public Nuisance / Crime & Disorder	Staff, contractors, guests, local residents: noise and anti-social behaviour	- Amplified music takes place in restricted areas in the Castle. The walls are very substantial, containing the sound within the building. - Exit from Castle and Park controlled by key holders after 10 pm, limiting the occurrence of disturbance beyond the Castle boundaries. - Adherence to alcohol licensing regulations - No rubbish to be left in public areas causing health or trip hazards.	None			
Craft activities and attendance at events	Visitors, staff: injury	- Supervision by trained staff and educators - Specific risk assessments produced by event organiser.	None			

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Use of school activity equipment	School children and their supervisors: Injury	- Pre-visit information provided for group leaders - Printed instructions provided. Groups supervised by teacher and group helpers.	Keep under review	CIMS staff	Ongoing	
Event involving all age groups. May involve sale of alcohol, live music and night-time activities	- Under 18s - Accidental harm - Children purchasing or consuming alcohol - Children exposed to unsuitable entertainment	- Bar staff trained in relation to children and alcohol – Challenge 25 signage to be displayed - Staff trained to accept only legitimate forms of identification, and to challenge if suspicious - Refusal log in place - Films/Broadcasts to adhere to restrictions set out by British Board of Film Classification, or in compliance with restrictions imposed by the Licensing Authority - Staff easily identifiable, wearing of identification - Regular logged patrols of galleries, and rest areas	Keep under review			
Asbestos	Staff and others carrying out normal activities, are at very low risk providing the ACM is maintained in good condition.	- Asbestos register in place for premises. - Nominated person responsible for reporting	None			

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	Asbestos only poses a risk if fibres are released into the air and inhaled.	issues to CCC and monitoring asbestos condition (as required).				
Building Statutory Inspections	Staff and others may be at risk if building hazards are not controlled adequately.	• CCC ensure statutory inspections and maintenance are carried out. • Premises-nominated person ensure building logbook and fire logbook is kept up to date and report issues.	None			
Young persons, disabled or pregnant workers	Vulnerable workers may be at greater risk of harm from low-risk hazards.	• Medical questionnaire completed before employment and followed up by HR / Occupational Health. • All staff to be aware that young colleagues may be inexperienced or lack awareness of risks.	• New and expectant mothers risk assessment produced as required. • Personal Emergency Evacuation Plan produced as required. • Young person risk assessment produced as required.	Manager	Ongoing	
Safeguarding of vulnerable adults and children	Abuse / Abduction: visitors	• Staff CRB checked and trained. • Designated Safeguarding rep. • Parent / Guardian supervision required at all times.	Staff vigilance	All	Ongoing	

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Handling of potentially dangerous items from the public for identification or donation.	Staff: illness	- Public discouraged from turning up without an appointment. - Storage boxes and bags available. - Staff vigilance and training. Information (with photographs) to be sent via email to: collections@colchester.gov.uk	None			
Lift	Staff and others using lifts may suffer injuries from being trapped by doors or stuck in malfunctioning lift.	- Lifts regularly inspected and maintained. - Emergency phone tested regularly.	Lift contractors called to release trapped person. If the person trapped cannot wait until contractors arrive the Fire Service has to be called.	DO	Ongoing	
Power cuts	Staff, visitors and contractors: stumbling or falling causing injury.	- Emergency lighting activated. - Emergency lighting tested regularly.	None			
Health of workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. and suffer ill health, stress etc.	- Policies in place and staff have management help to understand what their duties and responsibilities are. - Staff can speak confidentially to a manager if unwell or concerned about work.	- Systems are in place to ensure work demands are reasonable and highlight when demands become excessive (Appraisals & 1-2-1s). - Managers contact CCC HR team for advice.	Manager	Ongoing	

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		Wellbeing programme in place.	Stress Risk Assessments completed as required.			
Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment.	- CE marked products purchased where possible and all new equipment checked before first use. - Staff trained in use of equipment where necessary. - Staff encouraged to report defective plugs, sockets or damaged cables and equipment. - PAT testing carried out annually.	Defective equipment taken out of use safely and promptly replaced.	Manager	Ongoing	
Explosive devices being left by terrorists.	Staff, visitors and contractors: injury, including death	- Members of the staff trained to be aware of any unattended bags or items. - Written Left Luggage Procedure in place. - Staff aware of the need to call 999 in an emergency situation	None			
Members of the public being locked in at closing time.	Visitors: stress.	- Visitor Services to sweep the building at closing time to make sure that all the public have left. - Alarm system in place.	None			

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Any other comments: *We have tried to cover all eventualities in this risk assessments, but some maybe unforeseeable.*

Covid and other infectious diseases: Additional measures will be put in place if it is felt that these are needed to minimise the risk to members of staff and the public. These measures will include extra handwashing, the wearing of facemasks and social distancing, and will be covered in a separate risk assessment.