

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			
<i>Other Fire Hazards</i>	<i>List any other potential fire hazards specific to your organisation and how you can mitigate against them</i>			
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			
<i>Other water hazards</i>	<i>List any other potential water hazards specific to your organisation</i>			
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			
<i>Other Emergency Preparedness Hazards</i>	<i>List any other potential emergency preparedness hazards specific to your organisation and how you can mitigate against them</i>			