

**Museum of the University of St Andrews  
Risk Assessment Form**

**AREA:** Bell Pettigrew Museum

**Description:** Covering the areas generally accessed by the public.

<b>Hazard</b>	<b>Person/ Persons affected</b>	<b>Hazard effect</b>	<b>Effect Rating</b>	<b>Probability Rating</b>	<b>Risk Rating</b>	<b>Control measures</b>
Fire	General visitors; participants in museum activities; staff	Burns, smoke inhalation, injury on exiting the building	>5	1	5	Fire alarms, exits, extinguishers; housekeeping at start of sessions include fire safety instructions.
Entrance to Bell Pettigrew (Door C)	General visitors; participants in museum activities	Flooring surface can be slippery when wet	2	1	2	Mat available for wiping feet. Bucket available for wet umbrellas.
Bell Pettigrew floor space	General visitors; participants in museum activities	Flooring surface can be slippery when wet; potential trip hazards (plinth bases, chairs and temporary exhibition boards)	2	1	2	Member of staff supervising during opening; no running allowed in museum; children accompanied by adults.
Bell Pettigrew display cases	General visitors; participants in museum activities	Injury caused by broken glass	4	1	4	Member of staff supervising during opening; no running allowed in museum; children accompanied by adults.
Marble bust of Bell Pettigrew	General visitors; participants in museum activities	Injury caused by falling bust	4	1	4	Member of staff supervising during opening; no running allowed in museum; children accompanied by adults.