

# South Shields Museum & Art Gallery Hazard Identification

Last updated 02/06/23

Please note:

- This is **not** a risk assessment, the group leader should carry out a risk assessment
- In the case of an emergency please contact a member of staff
- Tyne & Wear Archives & Museums highly recommends that group leaders conduct preliminary visits
- Group leaders should take the behaviour and ability of their group into consideration when compiling a risk assessment.
- It is the responsibility of the group leader to monitor the behaviour and safety of their group
- This Hazard Identification highlights the everyday risks that groups may incur. Please telephone South Shields Museum & Art Gallery on (0191) 211 5599 to enquire about possible building work taking place or hazards in temporary exhibitions.

**Please note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museums, column 4 highlights areas where schools should implement their own measures outside the control of the museum service.**

<b>Hazard identification</b>	<b>Risk and to whom</b>	<b>Existing control measures set up by Tyne &amp; Wear Archives &amp; Museums</b>	<b>Further action to be taken by the school / group leader (add own comments)</b>
Busy areas inside museum	Children wandering off / getting lost	<ul style="list-style-type: none"> <li>• Staff wearing uniforms and name badges to be identifiable for assistance.</li> <li>• Signage in museum</li> </ul>	<ul style="list-style-type: none"> <li>• School responsible for head counts</li> <li>• Group leader to supervise children at all times</li> <li>• School to allocate a meeting point</li> </ul>
Activity inside museum and gallery	<p>All:</p> <ul style="list-style-type: none"> <li>• Fire in the museum</li> </ul> <ul style="list-style-type: none"> <li>• Interactive displays – contact with push buttons/electrical parts. Trapped fingers.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire evacuation procedure in place</li> <li>• Alarms</li> <li>• Fire extinguishers</li> <li>• Break glass buttons</li> </ul> <ul style="list-style-type: none"> <li>• Daily checks carried out by museum staff</li> <li>• Yearly checks carried out by STC</li> </ul>	<ul style="list-style-type: none"> <li>• All groups must sign in at reception</li> <li>• On arrival, group leaders to enquire about fire evacuation points</li> </ul> <ul style="list-style-type: none"> <li>• Do not use faulty looking interactive displays / equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of dehydration/over heating during hotter times of the year.</li> </ul>		<ul style="list-style-type: none"> <li>• Please inform a member of staff if anything is broken.</li> <li>• Advise children to dress appropriately for weather and bring additional water.</li> </ul>
Automatic door at entrance	<p>All</p> <ul style="list-style-type: none"> <li>• Fingers may get trapped</li> <li>• Collision (if electrics fail)</li> </ul>	<ul style="list-style-type: none"> <li>• Daily checks carried out by museum staff</li> </ul>	<ul style="list-style-type: none"> <li>• Group leader to supervise children at all times</li> <li>• School to allocate first aider</li> </ul>
Main lift	<p>All</p> <ul style="list-style-type: none"> <li>• Trapped in the doors</li> <li>• Trapped in the lift</li> </ul>	<ul style="list-style-type: none"> <li>• 'Doors closing' warning</li> <li>• Alarm in the lift</li> <li>• Maximum capacity weight identified (2500kg / 32 persons)</li> </ul>	<ul style="list-style-type: none"> <li>• Group leader to supervise children at all times</li> <li>• School to allocate first aider</li> </ul>
Access lift (in shop)	<p>All</p> <ul style="list-style-type: none"> <li>• Fingers trapped in doors</li> <li>• Trapped in lift</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum capacity weight identified (36 stones)</li> <li>• 'Doors closing' warning</li> </ul>	<ul style="list-style-type: none"> <li>• Adults to operate the lift</li> <li>• Children to be supervised at all times</li> </ul>
Throughout museum:	<p>All</p> <ul style="list-style-type: none"> <li>• Trips / slips / falls / collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Daily checks carried out by museum staff</li> </ul>	<ul style="list-style-type: none"> <li>• Do not run</li> <li>• Advise children to use handrails</li> </ul>
<ul style="list-style-type: none"> <li>• Stairways / steps</li> </ul>			

<ul style="list-style-type: none"> <li>• Uneven ground –cobbles in street.</li> <li>• Hard surfaces</li> <li>• Interactives</li> </ul>	<ul style="list-style-type: none"> <li>• Trapped limbs and fingers</li> <li>• Children may get lost / wander off</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed absorbent mat next to the entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Group leader to supervise children at all times</li> <li>• Please inform a member of staff if anything is broken.</li> <li>• School to allocate first aider</li> <li>• Please inform staff of any spills</li> </ul>
Doorways / displays (throughout museum)	All: <ul style="list-style-type: none"> <li>• Slips, trips, falls and collisions</li> <li>• Trapped fingers / hands</li> </ul>	<ul style="list-style-type: none"> <li>• Most doors can kept open by strong magnet</li> <li>• CCTV in operation</li> </ul>	<ul style="list-style-type: none"> <li>• Group leader to supervise children at all times</li> <li>• Do not run</li> <li>• School to allocate first aider</li> <li>• Please inform staff of any spills</li> </ul>
Toilets	All: <ul style="list-style-type: none"> <li>• Slips / falls on spillages</li> <li>• Untidy, dirty facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Toilets cleaned and inspected regularly by museum staff</li> </ul>	<ul style="list-style-type: none"> <li>• Children to be accompanied by an adult.</li> <li>• Please inform a member of staff if the toilet facilities are in an unsatisfactory condition</li> </ul>
Shop	All: <ul style="list-style-type: none"> <li>• Collisions</li> </ul>	<ul style="list-style-type: none"> <li>• Number of children limited</li> </ul>	<ul style="list-style-type: none"> <li>• Children to be supervised at all times.</li> <li>• School to allocate first aider</li> </ul>
Café	All: <ul style="list-style-type: none"> <li>• Spillages: slips / falls</li> </ul>	<ul style="list-style-type: none"> <li>• Spillages to be identified and cleared up quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Please inform a member of staff of any spillages</li> </ul>

	<ul style="list-style-type: none"> <li>• Allergies</li> <li>• Scalds</li> </ul>	<ul style="list-style-type: none"> <li>• 'Wet floor' sign will be displayed</li> <li>• Café staff aware of food contents</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors are not to go behind the café counter</li> <li>• Group leaders to be aware of allergies and treatments</li> <li>• Children to be supervised at all times</li> </ul>
Workshop activities-Learning Room	<p>All:</p> <ul style="list-style-type: none"> <li>• Use of craft tools and materials e.g. (scissors and glue)</li> <li>• Slips / falls</li> <li>• Cleaning products and hot water</li> <li>• Handling artefacts dropping, dirty</li> <li>• Fire in museum</li> </ul>	<ul style="list-style-type: none"> <li>• Daily checks carried out by museum staff</li> <li>• Spillages to be cleaned up quickly</li> <li>• 'Wet floor' sign will be displayed</li> <li>• Sink/ soap/paper towels available</li> <li>• Cleaning products and sink area is stored away / out of children's reach</li> <li>• Groups are directed on how to handle objects safely</li> <li>• Fire evacuation procedure explained at start of workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Children to wash hands after handling artefacts</li> <li>• Children to be supervised at all times</li> <li>• School to allocate first aider</li> </ul>
Meeting Room (sometimes used as a lunch space)	<ul style="list-style-type: none"> <li>• Windows: falling</li> <li>• Trapping hands</li> <li>• Collisions</li> <li>• Kitchen: scalds / slips</li> </ul>	<ul style="list-style-type: none"> <li>• Windows can only be partially opened</li> <li>• Heavy furniture can be collapsed and floor space used</li> </ul>	<ul style="list-style-type: none"> <li>• Adults only to open windows</li> <li>• Children to be supervised at all times</li> <li>• Visitors are not to enter the kitchen area</li> <li>• School to allocate first aider</li> </ul>

**Please note:**

- Children are to be supervised and controlled by group leaders at all times
- Please report all accidents to a member of staff who will complete an Accident Report Form