**South Shields Museum & Art Gallery Hazard Identification**

Last updated 26/06/2016

Please note:

* This is **not** a risk assessment. As stated in the Department of Education's 'Safe Keeping' publication, “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 456 8740 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.**

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| **Hazard identification** | **Risk and to whom** | **Existing control measures set up by Tyne & Wear Archives & Museums** | **Further action to be taken by the school / group leader (add own comments)** |
| Busy street outside museum | Children wandering off / getting lost |  | * School responsible for head counts
* Group leader to supervise children at all times
* School to allocate first aider
 |
| Fire and Electrical fault (throughout museum) | All:* Fire
* Electrocution
 | * Alarms
* Fire extinguishers
* Break glass buttons
* Daily checks carried out by museum staff
 | * All groups must sign in at reception
* On arrival, group leaders to enquire about fire evacuation points
* Do not use faulty looking interactive displays / equipment
 |
| Automatic door at entrance | All* Fingers may get trapped
* Collision (if electrics fail)
 | * Daily checks carried out by museum staff
 | * Group leader to supervise children at all times
* School to allocate first aider
 |
| Main lift | All* Trapped in the doors
* Trapped in the lift
 | * ‘Doors closing’ warning
* Alarm in the lift
* Maximum capacity weight identified (2500kg / 32 persons)
 | * Group leader to supervise children at all times
* School to allocate first aider
 |
| Access lift (in shop) | All* Fingers trapped in doors
* Trapped in lift
 | * Maximum capacity weight identified (36 stones)
 | * Adults to operate the lift
* Children to be supervised at all times
 |
| Throughout museum:* Slips / trips / collisions
* Stairways / steps
* Uneven ground
* Hard surfaces
* Enclosed space
* Interactives
 | All* + Trips / slips / falls / collisions
	+ Trapped limbs and fingers
	+ Children may get lost / wander off
 | * Daily checks carried out by museum staff
* Fixed absorbent mat next to the entrance
* Air vents
* ‘Mind your head’ notice on bunk bed display
* Shatter proof glass used where possible
* Most doors can kept open by magnet
* Doors and walls are colour contrasting
* CCTV in operation
 | * Do not run
* Do not use faulty looking interactive displays
* Advise children to use handrails
* Children to bring cold drinks in warmer months
* Group leader to supervise children at all times
* One child at a time to use the Muffin the Mule display (adults not to use)
* Please inform a member of staff if anything is broken.
* School to allocate first aider
 |
| Doorways / displays (throughout museum) | All:* Slips, trips, falls and collisions
* Trapped fingers / hands
 |  | * Group leader to supervise children at all times
* Do not run
* School to allocate first aider
* Accident Report Forms
 |
| Toilets | All:* Unable to unlock doors
* Scalds
* Unclean
* Slips / falls on spillages
 | * Toilets cleaned and inspected regularly by museum staff
 | * Children to be accompanied by an adult.
* Please inform a member of staff if the toilet facilities are in an unsatisfactory condition
 |
| Shop | All:* Collisions
 | * + Number of children limited
 | * + School to allocate first aider
 |
| Café | All:* + - Spillages: slips / falls
* Allergies
	+ - Scalds
 | * Spillages to be identified and cleared up quickly
	+ ‘Wet floor’ sign will be displayed
	+ Café staff aware of food contents
 | * + Please inform a member of staff of any spillages
* Visitors are not to go behind the café counter
* Group leaders to be aware of allergies and treatments
	+ Children to be supervised at all times
 |
| Creature Corner | All* Anxiety around snakes, spiders and / or lizards
 | Museum staff can be found in most galleries for reassurance. | * Anxious visitors to be warned of the displays
* Children to be supervised at all times
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| Learning Room | All:* Use of craft tools and materials e.g. (scissors and glue)
* Slips / falls
* Cleaning products and hot water
* Handling artefacts dropping, dirty
 | * + Daily checks carried out by museum staff
* Spillages to be cleaned up quickly
* ‘Wet floor’ sign will be displayed
	+ Sink/ soap/paper towels available
	+ Cleaning products and sink area is stored away / out of children’s reach
	+ Groups are directed on how to handle objects safely
 | * Children to wash hands after handling artefacts
* Children to be supervised at all times
	+ School to allocate first aider
 |
| Meeting Room (sometimes used as a lunch space) | * Windows: falling
* Trapping hands
* Collisions
* Kitchen: scalds / slips
 | * Windows to only be partially opened
* Heavy furniture can be collapsed by museum staff and floor space used
 | * Adults only to open windows
* Children to be supervised at all times
* Visitors are not to enter the kitchen area
* School to allocate first aider
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**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