

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.

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 areas inside museum	Children wandering off / getting lost	<ul style="list-style-type: none"> • Staff wearing uniforms and name badges to be identifiable for assistance. • Signage in museum 	<ul style="list-style-type: none"> • School responsible for head counts • Group leader to supervise children at all times • School to allocate a meeting point
Activity inside museum and gallery	<p>All:</p> <ul style="list-style-type: none"> • Fire in the museum <ul style="list-style-type: none"> • Interactive displays – contact with push buttons/electrical parts. Trapped fingers. 	<ul style="list-style-type: none"> • Fire evacuation procedure in place • Alarms • Fire extinguishers • Break glass buttons <ul style="list-style-type: none"> • Daily checks carried out by museum staff • Yearly checks carried out by STC 	<ul style="list-style-type: none"> • All groups must sign in at reception • On arrival, group leaders to enquire about fire evacuation points <ul style="list-style-type: none"> • Do not use faulty looking interactive displays / equipment

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

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

	<ul style="list-style-type: none"> • Allergies • Scalds 	<ul style="list-style-type: none"> • 'Wet floor' sign will be displayed • Café staff aware of food contents 	<ul style="list-style-type: none"> • 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
Workshop activities-Learning Room	<p>All:</p> <ul style="list-style-type: none"> • Use of craft tools and materials e.g. (scissors and glue) • Slips / falls • Cleaning products and hot water • Handling artefacts dropping, dirty • Fire in museum 	<ul style="list-style-type: none"> • 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 • Fire evacuation procedure explained at start of workshop 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Windows: falling • Trapping hands • Collisions • Kitchen: scalds / slips 	<ul style="list-style-type: none"> • Windows can only be partially opened • Heavy furniture can be collapsed and floor space used 	<ul style="list-style-type: none"> • 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

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