**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 areas inside museum | Children wandering off / getting lost | * Staff wearing uniforms and name badges o be identifiable for assistance. * Signage in museum | * School responsible for head counts * Group leader to supervise children at all times * School to allocate a meeting point |
| Fire and Electrical fault (throughout museum) | All:   * Fire * Electrocution | * Alarms * Fire extinguishers * Break glass buttons * Daily checks carried out by museum staff * Yearly checks carried out by STC | * 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) ‘Doors closing’ warning | * Adults to operate the lift * Children to be supervised at all times |
| Throughout museum:   * Stairways / steps * Uneven ground –cobbles in street. * Hard surfaces * 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 * ‘Mind your head’ notice on bunk bed display * Shatter proof glass used where possible * Most doors can kept open by strong 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 * 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:   * 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 | * Anxious visitors to be warned of the displays * Children to be supervised at all times |
| 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 can only be partially opened * Heavy furniture can be collapsed 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 |

**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