

## Hazard identification sheet for school groups 2013-14

- This identification sheet is designed to help you to complete a risk assessment for your Museum visit. It does not replace your own risk assessment.
- Columns 1 to 3 identify the hazards and controls put in place by the Museum. You may wish to use column 4 to help you highlight areas where your school should implement its own measures outside the control of the Museum.
- The Museum has full evacuation procedures in case of emergency or fire. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.
- The Museum has an up-to-date policy on the protection and safeguarding of children in line with the requirements of the 2006 Safeguarding Vulnerable Groups Act
- Please remember that the competence, behaviour and any special needs of your students should be taken into consideration when planning supervision and activities within the Museum

1. Location of Possible Hazards	2. Possible Hazards Identified by Museum (to students, teachers and accompanying adults)	3. Existing Control Measures	4. Further Action by School (add your own comments)
<p><b>Entry to Museum via Main Entrance</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on steps</li> <li>• Proximity to busy road</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- paths marked and kept clear</li> <li>- handrails for front steps</li> <li>- pedestrian crossing opposite Museum entrance</li> <li>- first aiders on-site</li> <li>- museum safeguarding procedures for lost children</li> <li>- museum security staff always present at main gate</li> <li>- access lift available from forecourt to colonnade level by passing the steps</li> </ul>	<p>e.g.</p> <ul style="list-style-type: none"> <li>- students supervised by school staff at all times</li> <li>- head counts carried out by school at regular intervals</li> <li>- lost child procedure in place and known to students and school adults</li> </ul>

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<p><b>Entry to Museum via North Entrance</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- paths and entrance area clearly defined</li> <li>- first aiders on-site</li> <li>- museum safeguarding procedures for lost children</li> <li>- museum security/Visitor Services staff always present at north entrance</li> </ul>	
<p><b>Museum Forecourt</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on steps</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- handrail for front steps</li> <li>- access lift available from forecourt to colonnade level</li> <li>- museum security staff always present at main gate and in front hall</li> <li>- first aiders on-site</li> <li>- public and no-public areas clearly marked</li> <li>- wooden barrier in place at edge of colonnade</li> <li>- walking surfaces cleared or marked as slippery in poor weather</li> </ul>	
<p><b>Galleries and exhibitions</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>- walking surface marked as slippery in poor conditions</li> <li>- Visitor Service staff on duty in all public spaces</li> <li>- museum safeguarding procedures for lost children</li> <li>- access lifts in galleries with split floor levels</li> <li>- all galleries clearly numbered</li> </ul>	

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<p><b>Lifts</b></p>	<ul style="list-style-type: none"> <li>• Child becomes lost/separated from group on different floor level</li> <li>• Group unsure which floor level to access to join main group</li> <li>• Child or adult uncomfortable/able to use lift</li> <li>• Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>- Visitor Service staff in all public spaces</li> <li>- museum safeguarding procedures for lost children</li> <li>- floor levels clearly marked in lift</li> <li>- floor guide available in lift</li> <li>- no access to non-public/behind the scenes lifts for visitors</li> <li>- help button available in lift</li> <li>- all public lifts marked on museum map</li> <li>- stairs available for all levels</li> <li>- handrail in lift</li> </ul>	
<p><b>All stairways and doorways</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- handrails on stairs</li> <li>- first aiders on-site</li> <li>- museum safeguarding procedures for lost children</li> <li>- walking surface marked as slippery in poor conditions</li> <li>- most public doors kept open</li> <li>- closed doors fitted with clear handles and all manually operated</li> <li>- lifts available to bypass internal stairs</li> </ul>	
<p><b>Museum Shops</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>-shop staff on duty in all shop areas</li> <li>- separate children's shop space in Great Court</li> <li>-low level display and clear lines of sight in children's shop</li> <li>- museum safeguarding procedures for lost children</li> </ul>	

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<p><b>Schools and families lunch room (Ford Centre)</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>- Visitor Services staff always on duty in SFLR</li> <li>- museum safeguarding procedures for lost children</li> <li>- SFLR is a designated child protection zone with no access for adults unaccompanied by a child/ren</li> <li>- SFLR regularly cleaned during day</li> </ul>	
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Child becomes lost/separated from group</li> <li>• Toilet non-accessible</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>- SFLR includes suites of specific children's toilets in designated child protection zone</li> <li>- Visitor Services staff always on duty in nearby public areas</li> <li>- museum safeguarding procedures for lost children</li> <li>- cleaning in progress signs used by cleaning staff</li> <li>- access toilets available in SLFR and Great Court</li> </ul>	
<p><b>All sessions taught by Museum staff</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• student taken ill</li> <li>• Child becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- session leader always able to contact first-aiders</li> <li>- students with accompanying adult able to exit taught session space at any point</li> <li>- session staff available in teaching spaces to direct use of an unfamiliar space</li> <li>- handrail on internal stairs in lecture theatres</li> <li>- all teaching spaces signposted</li> <li>- lifts available to all levels to by-pass stairs</li> </ul>	

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<p><b>Category A Sessions taught by Museum staff</b> (see list of sessions below to identify category of session you are attending)</p>	<ul style="list-style-type: none"> <li>• adverse reaction to projected images on screen</li> </ul>	<ul style="list-style-type: none"> <li>- session leader always able to contact first-aider</li> <li>- students with accompanying adult able to exit taught session space at any point</li> </ul>	
<p><b>Category B Sessions taught by Museum staff</b> (see list of sessions below to identify category of session you are attending)</p>	<p>Some or all of:</p> <ul style="list-style-type: none"> <li>• scratches, punctures due to handling objects</li> <li>• choking on small objects</li> <li>• irritated or allergic reaction</li> <li>• adverse reaction to projected images on screen</li> </ul>	<ul style="list-style-type: none"> <li>- handling objects checked by staff before session</li> <li>- handling procedures explained</li> <li>- handling supervised</li> <li>- use of non-allergenic materials where possible</li> <li>- recommendation to wash hands after sessions in teacher notes</li> <li>- session leader always able to contact first-aider</li> <li>- students with accompanying adult able to exit taught session space at any point</li> </ul>	
<p><b>Category C Sessions taught by Museum staff</b> (see list of sessions below to identify category of session you are attending)</p>	<p>Some or all of:</p> <ul style="list-style-type: none"> <li>• cuts and punctures through use of cutting tools, sharp points</li> <li>• spillage and staining with ink/paints</li> <li>• ink/paints in mouth</li> <li>• limb twists, strains, knocks</li> </ul>	<ul style="list-style-type: none"> <li>- provide cutting frames or stable surfaces for cutting process</li> <li>- explanation to and supervision of participants in safe use of tools, appropriate conduct</li> <li>- use of child-safe materials and tools when available</li> <li>- where necessary, provide protective clothing</li> <li>- advise schools in teacher notes to bring suitable clothing</li> <li>- washing facilities nearby;</li> <li>- recommendation to wash hands afterwards in teacher notes</li> </ul>	

		- use of suitable space for activities	
<b>Category D Sessions taught by Museum staff (see list of sessions below to identify category of session you are attending)</b>	<ul style="list-style-type: none"> <li>• eye strain or adverse reaction to significant use of computer display screens</li> <li>• electric shock</li> </ul>	<ul style="list-style-type: none"> <li>- provide non-display breaks within structure of session</li> <li>- visual check of equipment during set up</li> <li>students reminded not to touch wires, sockets or connections</li> <li>- all electrical leads fixed and marked if necessary</li> </ul>	

**Next page: school sessions by category of risk**

**Schools Programmes Hazard Categories 2013-14**

**Category A:** these programmes take place in the lecture theatres or in formal teaching spaces and do not involve hands-on, practical or physical activities. They involve the viewing of presentations projected on to a screen for the whole group.

**Category B:** these programmes take place in a gallery or a classroom or other teaching space. They may involve handling of replicas and/or museum objects, dressing up, minor use of projected presentations, use of pencils/crayon and minor use of digital display screens.

**Category C:** these programmes may involve drama, dance or other movement activities, activities involving art or other materials which could get into eyes, mouths, damage clothes, prompt allergic reactions or be toxic, use of cutting tools and equipment, paint, inks and dyes.

**Category D:** these programmes make significant individual use of digital display screens.

Hazard category A	Hazard category B	Hazard category C	Hazard category D
Objects in focus	Clothes from around the world (+ Categ D)	Japanese Printmaking	Clothes from around the world (+ Categ B)
Looking at the Egyptian afterlife	African animals (+ Category D)	Printmaking for young artists	African animals (+ Category B)
Looking at the people of Benin	SEN digital workshop (+ Category D)	All Art teacher courses	SEN digital workshop (+ Category B)
Looking at Greek myths	Excavation in Egypt	Secondary gallery art workshops	Greek temples
Looking at Egyptian mummies	Meet the Aztecs		Sutton Hoo Headline
Looking at Egyptian life	Africa Adorned		Multimedia Magic
Mycenae Sixth Form Study Day	Museum maths		Life after death in ancient Egypt
	Persian Wars		Around the world in a day
	Question for the people		Museum detectives
	Celebrating Athens		Music of Africa (+ Category B)
	Music of Africa (+ Category D)		Treasure challenge video conferencing
	How to find out about Greek Life		Secondary Islam
	Islam: art & belief		
	SEN Handling		
	Science and the stars		
	Maths Challenge		
	All teacher courses except Art		
	Measuring the museum		
	Eating & drinking in Roman Britain		
	London Anthropology Day		
	Classical Civilisation Sixth Form Study Day		
	Celebrating China		
	African Tales		
	Shakespeare's world		
	How current is currency?		
	An African tale for young writers		

