



Completed on:	31 August 2012	Last revised On:	August 2024	
Completed by:	Thomas Elwick Learning Officer Updated by Fran Gibbin/ Amy Baird	Number changes made	0	


Discovery Museum Hazard Identification

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
- North East 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 Discovery Museum on 0191 2772174 to enquire about possible building work taking place or hazards in temporary exhibitions

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Hazard identification	Risk and to whom	Existing control measures set up by North East Museums	Further action to be taken by the school / group leader (add own comments)
Travel to the Museum – Coach Minibus Public Transport/Metro Walking	Crossing busy roads Transitioning from Coach/Bus to path Transitioning from Metro carriage to platform. Escalators in Metro station Crowds in stations Parking in Blandford Square Car park – Space & size of Minibus All Visitors	This is outside of TWAMs control however : Pedestrian crossings are available between the Museum & stations. Metro staff are monitoring Trains, Platforms and Stations Coach Parking is available near the Arena – Ord Street Newcastle City Council Maintain and monitor Blandford Square Car Park (outside the Museum)	Plan carefully your travel between school and venue Ensure bus/metro timetable are accurate. Car Park – ensure appropriate funds are available to pay for spaces Check Newcastle City Council Car park information here https://www.newcastle.gov.uk/parking-roads-and-transport/parking/car-parks-and-on-street-parking
Entry to museum - Change of surface at entrance Bollards across access route	Trips and falls due to uneven surface at museum entrance. Walking into bollards.	Trained first aid museum staff. Groups to sign into museum for fire regulations.	Children to be supervised at all times by school staff. School staff responsible for head counts and crossing roads and public car park entrance.

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Sliding Doors	Bumping into Doors All visitors and staff.		Teachers to follow signing in procedures.
On site - inside buildings and galleries	Children separated from group. Slips and falls. Interactive displays – contact with push buttons/electrical parts. Trapped fingers. Low furniture/interactives; risk of bumps and knocks Dark areas due to protection of objects from light and use of AV. Risk of dehydration/over heating during hotter times of the year. Fire in the museum. All visitors and staff.	Trained first aid museum staff Set procedures for dealing with spillages. Equipment maintained - daily checks carried out by museum staff. Clear walkways around potential hazards. Use of directional lighting to warn of hazards. Air vents around building CCTV cameras around building. Fire evacuation procedures.	School staff responsible for head counts. Contact nearest member of museum staff in case of accident/ emergency. School staff to advise pupils to bring additional drinks in Summer term. Children to be supervised at all times by school staff.
Lifts	Traps in doors, moving parts Lifts overloaded. All staff and visitors.	Lift occupancy is stated inside lifts (1,350kg, 18 persons) Lifts regularly maintained. First aid museum staff.	Check lift carrying capacity before using. Supervision and control of groups at all times by school staff.

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		Recommended number of passengers indicated in lift	
All stairways and doorways	Slips, trips and falls. Trapped fingers/hands. All staff and visitors. Contaminated touch points	Handrails on stairways. Automatic safety controls on doors/finger guards. First aid museum staff. Touch points cleaned frequently throughout the day.	Children to be supervised at all times by school staff. Orderly groups, no running. Hand sanitiser use to be encouraged throughout the day
Bag storage bins	Bins portable so may knock into someone. Reaching into the bin to remove items may overstretch or fall in. Trapping fingers when lifting and closing lids. All staff and visitors. Contaminated touch points	Trained first aid museum staff. Storage bin area away from main walkways. Walkways are clearly visible Bins cleaned at beginning and end of the day. Each bin only used by one class bubble	Adults only to remove items. Contact nearest member of staff in case of accident/emergency. Teachers' responsibility to use storage bins.
Museum Shop	Slips/collisions. Queues. Food on sale - food allergies. Shop is by the main entrance	One school in shop at any time Trained first aid museum staff.	Children to be supervised at all times by school staff. Teachers to be aware of and manage children's food allergies.

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			Students to only touch items in shop if they are buying.
Café/Packed Lunch Areas/ Outdoor lunch area	Slips and falls. Food poisoning. Food allergies. All staff and visitors. Road by outdoor space Contaminated touch points	Set procedures for spillages and accidents. Food hygiene procedures followed. Notices about food allergies in café. Trained first aid museum staff. Potential use of outdoor spaces Cleaned regularly. Each group allocated a specific lunch area	Children to be supervised at all times by school staff. Teachers to be aware of and manage children's food allergies.
Toilets	Toilets dirty/unhygienic. Slips and falls. Need for assistance. All staff and visitors. Contaminated touch points	Toilets cleaned and inspected regularly by museum staff. Set procedures for spillages/wet floors. Trained first aid museum staff.	Children to be supervised at all times by school staff. Contact nearest member of museum staff in case of emergency/accident. Teachers to supervise and manage toilet visits. Toilets situated on ground

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		<p>Toilet alarms in access toilets.</p> <p>Cleaned throughout the day.</p>	and 2 nd floor to the left of the main staircase.
Play + Invent Space + Great Hall (4 th Floor)	<p>Slips and falls. Bumping into furniture Climbing on shelves Use of craft materials, educational resources and/or Sharp objects (scissors) – risk of cuts and sprains. Rocking on stools – risk of falling.</p> <p>Moving around area – risk of bumping into furniture and columns in areas.</p> <p>All staff and visitors using those areas.</p> <p>Contamination between groups using space</p>	<p>Trained first aid museum staff.</p> <p>Parent or teachers supervise children at all times when objects and craft materials in use.</p> <p>Museum staff and/or trained activity deliverers on hand at specified times when more specialist equipment are being used.</p> <p>Activity risk assessments completed by museum staff when necessary for specialist activity.</p> <p>Space rules and guidance visible to users.</p>	<p>Children to be supervised at all times by school staff.</p> <p>Groups to listen to instructions from activity leaders before using equipment.</p> <p>Contact nearest member of museum staff in case of accident/emergency.</p>

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		Spaces and shared equipment cleaned between groups. Hand sanitiser available at entrance to space.	
Gallery Activity Area and Museum Classroom (individual hazard identification sheets are available for specialist museum/archives workshops)	Slips and falls. Use of craft materials, educational resources and/or sharp objects (scissors) – risk of cuts and sprains. Use of water – water borne infection. Rocking on chairs – risk of falling. Moving around area – risk of bumping into furniture and columns in areas. All staff and visitors using those areas.	Trained first aid museum staff Museum staff and/or trained activity deliverers on hand at all times when objects and craft materials in use. Activity risk assessments completed by museum staff when necessary for specialist activity.	Children to be supervised at all times by school staff. Groups to listen to instructions from activity leaders before using equipment. Contact nearest member of museum staff in case of accident/emergency.
Activity areas for young children – dressing up and play area.	Trips and falls when trying on dressing up costumes. Trips and falls in play area. All visitors using those areas.	Trained first aid museum staff.	

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