

Hazard Identification Sheet page 1 of 2

Please note: columns 1 to 3 Identify the Hazards, risks, and controls put in place by the museum, column 4 highlights areas where schools should implement their own measures outside the control of the museums service.

.NB Teachers should follow DfES guidelines and write their own Risk Assessments.

Hazard Identification	Risk and to whom	Existing control measures	Further action by school
All doorways	Could be bumped by doors Trapped fingers All visitors and staff	Special care in doorways Keep doorways clear Adequate adult supervision	Children to be supervised at all times by school staff.
All stairways and steps	Slips, trips and falls Items falling from stairwells and balconies. All visitors and staff.	Use of handrails. No running. Adequate adult supervision.	Contact nearest member of museum staff in case of accident/ emergency.
Outside displays/car park	Slips, trips and falls Moving vehicles Litter and sharps Uneven surface All staff and visitors	Adequate adult supervision Site checked by museum staff No running	Children supervised at all times by school staff.
Museum Entrance Hall/ Galleries	Slips or collisions Hard floors Damage to displays Sharp corners All staff and visitors	Adult supervision No running in the galleries Galleries inspected by site staff.	Supervision and control of groups.
School activities e.g. art or craft activities	Slips, trips and falls Damage to displays Use of craft materials including scissors All staff and visitors.	Adult supervision at all times All sharp objects locked away Child safety scissors used Rooms cleaned and inspected by museum staff	Children to be supervised at all times by school staff.

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NB. Please remember that the competence and behaviour and any special needs of your pupils should be taken into consideration when planning supervision and activities within the museum.

Handling collection some objects heavy. Some objects fragile. Glass used	Dropping objects Cutting fingers Damage to all staff and visitors	Museum staff give verbal warning about objects. Objects checked for safety before session. Handling session monitored by museum staff.	
Stairs to upper gallery	Slipping/ falling Low ceilings All staff and visitors	Handrails in place Warning signs	
Upper floor and engine	Uneven floor Moving machinery Handles and levers All staff and visitors	Adult supervision Rails and barriers to protect staff and visitors Safety talk by museum staff Warning signs	Children to be supervised at all times by school staff.
Toilet	Slips and falls Need for adult assistance Unable to lock/unlock doors Misbehaviour Queuing All staff and visitors	Adult supervision Toilets cleaned and inspected regularly	
General public/other visitors	Inappropriate behaviour Children could wander off	Adequate adult supervision No adults permitted during school workshops	School responsible for head counts Children to be supervised at all times by school staff Awareness of stranger danger Contact member of museum staff about suspicions.