

Royal Engineers Museum Hazard Identification Sheet

Please note this is **NOT** a risk assessment, all teachers should follow the DfES guidelines and carry out their own risk assessment prior to visiting the museum or outreach.

Hazards involved with Activity/Process overview

Internal

1. In-appropriate pupil/teacher or carer ratio
2. Emergency evacuation for the reasons of fire or other emergency
3. Slips, trips and falls due to un-authorised climbing on exhibits within museum or external displays
4. Personal injury from handling museum exhibits during official demonstrations by museum staff
5. Touring of museum in large groups leading to overcrowding in areas of museum with restricted floor space
6. Injury due to in-appropriate behaviour of children or accompanying adults in museum.
7. Injury due to use of inappropriate use of materials or equipment provided by the museum i.e. scissors, glue etc.

External

1. Accidents and injuries in-appropriate treatment of vehicle displays
2. Injury due to failure to read carefully display signs relating to the treatment of external displays
3. slips, trips and falls due to curbs, grass and uneven surfaces
4. Injury due to lack of awareness of moving vehicles in car park and drive
5. In-appropriate attention paid to pupils movements by adults.

The below tables shows potential hazards in detail, to prevent these hazards occurring the museum has put in place its own controls, however, in the majority of situations these can be enhanced by the implementation of measures suggested in column 4 by the visiting schools. Teachers should follow the DfES guidelines and write their own Risk Assessments. Please remember the ability, temperament and behaviour along with any special needs should be taken into consideration when planning any supervision and activities within the Museum.



Please contact us if you would like to arrange a FREE visit to conduct a detailed risk assessment.



Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
<p>External</p> <p>Entry to museum – drive way and car park</p>	<p>Children and/or adults. Accidents and Injuries due to moving vehicles.</p>	<p>Trained first aid museum staff</p>	<p>Children to be supervised by correct ration of adults in small order groups. School staff are responsible for head counts and making sure children cross car park and drive safely.</p>
<p>Military vehicle display</p>	<p>Children and/or adults accidents and injuries due to miss treatment of displays.</p>	<p>Trained first aid museum staff and clear signs directing visitors as to the treatments of these displays.</p>	<p>Children must be supervised at all times by responsible adults when outside. Adults must ensure that children do not climb on or touch the displays and that no child walks off unattended. Adults must ensure that children are aware of the signs and restriction to the use of vehicles.</p>
<p>General external area</p>	<p>Children and/or adults injuries due to slips, trips or falls</p>	<p>Trained first aid museum staff, hazard warning signs</p>	<p>Ensure children behave in a responsible fashion whiled outside. Children should not walk on the grass slop between car park and drive. Extra care should be taken when grass is wet.</p>





Experiment Equipment – science related experiment kit	Children and/or adults. Accidents and injuries due to improper use of equipment, allergies to chemicals used in experiments (vinegar & bicarb soda). Accidents and injuries due to nature of science experiments (e.g. unpredictable turn of events).	Warnings issued in advance of session detailing chemicals being used. Museum staff trained in first aid.	Ensure children & parents are aware of the nature scientific experimentation and possibility of unpredictable events. Inform parents of chemicals to be used in case of children with allergies. Proper supervision of children while using museum kit.
<u>Internal</u> General internal area	Children and/or adults. Children separated from group (misplaced) Slips, trips and falls Interactive displays – contact with moving parts, parts operated by electric. Trapped fingers. Risk of overheating during hotter times of the year. Fire in the museum	Trained first aid museum staff. CCTV around building. Set procedures for dealing with spillages. Hazard warning signs for potentially slippery surfaces. Equipment maintained and checked regularly by museum staff. Air vents. 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 time by school staff. Ensure children are split into small groups (maximum of 6) supervised by a member of schools staff while touring museum Ensure that children behave in a sensible and responsible way while touring the museum





Stairways and Doorways	<p>Overcrowding in small internal spaces. Slips, trips and falls due to unauthorised climbing on exhibits within museum or external displays. Injury due to inappropriate behaviour of children or accompanying adults in museum.</p> <p>Children and/or adults Slips, trips and falls. Trapped fingers/hands Congest Children and/or adults. Slips, trips, falls and collisions Queues</p>	<p>Handrails on stairways, wide doorways wherever possible, grip treads on stairways,</p> <p>Set procedures for spillages and accidents Trained first aid museum staff Limits set on number of children allowed in shop at any one time (maximum 6)</p>	<p>Schools to be supervised at all times by school staff. Orderly groups, no running.</p> <p>Ensure groups of children visiting the shop do not exceed stated number of children allowed in the shop area at one time. Ensure groups of children visiting the shop are accompanied by min 1 adult.</p>
Café	<p>Children and/or adults Slips trips and falls</p>	<p>Hygiene procedures followed.</p>	<p>Teacher's to be aware of children's food allergies. Children to be supervised at all times.</p>





Toilets	<p>Food allergies Food poisoning</p> <p>Children and/or adults Dirty/unhygienic Slips, trips and falls Need for assistance</p>	<p>Dates and condition of food in café checked on a regular basis. Set procedures for spillages and accidents.</p> <p>Toilets cleaned and inspected daily by museum staff. Set procedures of spillages Trained first aid museum staff Accessible toilet open at all times.</p>	<p>Children to be supervised in toilet area by school staff Contact nearest member of museum staff in case of accident/emergency. Ensure children behave in sensible and responsible manner while visiting the toilet area.</p>
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Learning Sessions	Children and/or adults Trips and falls when trying on costumes in object handling sessions Injury due to use of inappropriate use of materials or equipment provided by the museum i.e. scissors, glue etc. Personal injury from handling museum exhibits during official demonstrations by museum staff.	Trained first aid museum staff. All object handling sessions closely supervised by Museum Learning Manager or Museum Learning Officers.	School staff to supervise children at all times. Ensure that children do not misuse equipment and resources and treat objects from the museum collection with care and respect.
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