**Hazard Identification for ‘Boudica’s Britannia’ at Segedunum.**

**Updated October 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 Segedunum Roman Fort, Baths and Museum 0191 236 9347 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 Tyne & Wear Archives & Museums** | **Further action to be taken by the school / group leader (add own comments)** |
| Putting on a pinned woollen cloak. | Scratches from pins. | Pins have been blunted.  Wearers shown how to put on cloaks overhead without undoing pins. | Adult supervision and assistance with putting on cloaks. |
| Role play in a darkened room with props. | Tripping and falling.  Bumping into props.  Allergy to sheepskin or other props. | Workshop leader & teacher have access to a torch if extra light needed. No significant physical activity will be in the darkened area and will be mainly seated.  Electric cable covered and placed around edges of room to minimise trip hazard.  Adults to supervise children to sit in appropriate location – away from sheepskin if necessary or from any other allergen. Advice taken from teacher on any serious allergies and item will be removed from the area. | Notify of any serious allergies |
| Making wool bracelets. | Allergies to wool. | Acrylic yarn provided as an alternative. | Notify of any allergies |
| Identifying varieties of tree from cut branches. | Allergic to bark, sap orleaves. | Branches kept to a specific area. Children do not need to handle the leaves or branch directly. | Teachers to notify museum staff of any allergies and the branch will be removed if there is a threat to health. |
| Decorating hands with face paint. | Allergies to face paint.  Transfer of germs | Washable blue felt pens provided as an alternative.  Disposable cotton buds to be used for a single application. | Teachers to advise on any allergies.  Teacher in control of face paint and to supervise application. |
| Entering the “grove” through the hedge opening. | Scratches to arms and faces. | Warning given to the children to avoid branches. The children go in one by one. | Adult goes in first and another adult stands at opening. Adults hold the branches back. |