

# Segedunum Roman Fort & Museum Hazard Identification

## Updated August 2021

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 & Museum on (0191) 2784217 to enquire about possible building work taking place or hazards in temporary exhibitions.

<b>Hazard identification</b>	<b>Risk and to whom</b>	<b>Existing control measures set up by Tyne &amp; Wear Archives &amp; Museums</b>	<b>Further action to be taken by the school / group leader (add own comments)</b>
Cars / buses / access in car park	Visitors and staff could be hit or knocked over.	Pedestrian barrier brick wall with railings	Planned pick up/ put down point. Children to be supervised at all times by school staff.
<p>Open air Fort Site – that includes:</p> <p>Small banks, uneven ground and loose gravel and stones.</p> <p>Roman water tank</p> <p>Road crossing to adjoining wall site.</p> <p>Herb Garden</p> <p>Children’s Climbing Frame</p>	<p>All staff and visitors</p> <p>Slipping and falling on banks, uneven ground and loose stones.</p> <p>Falling into water tank</p> <p>Traffic accident involving staff and visitors</p> <p>Pollen / plant / herb allergies</p> <p>Falls, collisions and slipping</p>	<p>Exit and entrance points limited and the Fort Site fenced off from general public area. Dangerous areas fenced off.</p> <p>Paths clearly identified. Grounds inspected daily by site staff</p> <p>Water tank is labelled and fenced off</p> <p>Road crossing is automated Zebra crossing with traffic lights</p> <p>Herb garden in designated area Trained first aid staff on site</p> <p>Condition of climbing frame and surrounding area checked daily by staff for maintenance</p>	<p>Schools responsible for supervision and head counts. Ensure children don’t climb on railings or banks</p> <p>Ensure children don’t throw stones Suitable outdoor clothing and footwear to be worn by visitors</p> <p>Adult supervision at all times</p> <p>Children accompanied and supervised crossing road.</p> <p>Notification to museum staff of plant allergies and avoidance of plant and/or herb garden</p> <p>Adult supervision at all times</p>

		and annually for insurance.	
Lifts	All staff and visitors Traps in doors or other moving parts	Numbers of people allowed in lifts stated inside lifts. Spoken information inside tower lift	Adult supervision Check lift's carrying capacity
Museum Site –inside buildings and galleries	All staff and visitors	Daily checks carried out by site staff. Equipment maintained Trained first aid site staff	Adult supervision of children Contact nearest staff in case of accident / emergency
Glass walls and partitions	Bumping into glass walls, partitions and displays. People breaking window glass: cuts, falls	Safety glass used. Raised awareness with graphics on glass.	Special care when moving around site.
Hands on exhibits	Climbing, slips and falls	Moving parts kept to a minimum. Instructions clearly labelled. Wall reconstruction roped off.	As above
Balconied areas.	Falling items from balconies	Secure and substantial railing on all balconies	As above
All stairways and doorways	All staff and visitors  Slips, trips and falls Trapped fingers / hands	Finger guards on doorways	Adult supervision and control of groups. No running
Museum Shop	All staff and visitors  Slips, collisions.	Limited number of children in shop  Site staff awareness CCTV	Children to be supervised by adults at all times.  Groups in shop to be kept to 10.

	Food allergies	All sweets and snacks are wrapped and labelled.	Awareness of allergies to ingredients in potential purchases
Museum Education / Activity Room	<p>All staff and visitors</p> <p>Slips and falls, knocks from collisions.</p> <p>Knocks or injury from weight of replica objects.</p> <p>Use of craft tools and materials e.g. (scissors and glue)</p>	<p>Rooms cleaned and inspected daily by staff. Specific activity risk assessments completed by museum staff.</p> <p>Ensure children have sufficient space to work in and split into small groups when appropriate.</p> <p>If used for lunch guidance to use given</p> <p>Teachers and children advised how to handle objects safely.</p> <p>All sharp objects locked away when not in supervised use.</p>	<p>Adult supervision at all times.</p> <p>Adult supervision at all times.</p> <p>Group to clear space after packed lunches and ensure nothing is left on the floor.</p> <p>Adult supervision at all times.</p>
High glass windows	Falling from window or sill	Windows on safety catches. No one to sit on windowsills	Adult supervision at all times.
Covid-19 measures	Entering museum: potential contact with staff or visitors- risk of spread of Covid-19 to staff and school group	Front of house will be behind a screen. All staff will maintain a distance of 2m and wear a mask when moving around the museum.	One member of staff should enter museum reception first to register group before bringing the children into the museum.

	<p>Contact with general public- risk of spread of Covid-19 among staff, school group and other visitors</p>	<p>Staff will ensure Reception area is clear of area before school group is brought into the museum.</p> <p>Only one school will be able to visit per day.</p> <p>Floor 4 if booked for school lunch space will only be used by school group. School will therefore also have access to their own toilets. The activity room and adjoining toilets will also be closed to the general public during school visits.</p> <p>The Roman Gallery and fort site will be open to general visitors whilst school groups visit it- school groups are therefore reminded to ensure social distancing is maintained between school groups and members of the general public. The Front of Team will monitor numbers and only allow a safe amount of visitors</p>	<p>Children or adults displaying symptoms of Covid-19 should not enter the museum.</p> <p>Adults should keep to the timetable and allocated areas for each activity.</p> <p>School groups should social distance themselves from general visitors whilst visiting the fort and wall site and Roman Gallery.</p>
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	<p>Use of toilets: risk of touching contaminated surfaces, risk of spread of Covid-19 among staff and school group</p> <p>Use of Daniels Room/ activity room for lunch- risk of touching contaminated surfaces, risk of spread of Covid-19</p>	<p>into the museum.</p> <p>The Viewing Tower will be booked so that schools only can visit this.</p> <p>School groups will use toilets adjacent to Daniels Room (if used as lunch space) and activity room. These toilets will be closed to the general public.</p> <p>The toilets will be cleaned thoroughly before and after each school group visits.</p> <p>Soap and hand sanitiser will be provided.</p> <p>Groups should use a one in one out system.</p> <p>Chairs, tables, floors and doors will be cleaned in these rooms and will only be open to school groups</p>	<p>Schools are reminded to keep to their itineraries so that they are able to visit the viewing tower and avoid contact with general visitors.</p> <p>Adults should ensure crowding does not occur outside toilets and keep children to a one in one out system.</p> <p>Adults should advise children to use soap and wash their hands thoroughly for at least 20 seconds after using the toilets.</p>
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	<p>Storage of coats and bags- potential for crowding- risk of spread of Covid-19 among staff and school groups</p>	<p>Children will place coats and bags in Daniels Room when using this as a lunch space.</p> <p>If using activity room as a lunch space then facilitator will instruct teacher/adults with class to supervise children's use of cloakrooms.</p>	<p>Adults should ensure children wash their hands thoroughly before and after eating.</p> <p>Children should place their coat and bag on one chair and use the same chair at lunch time.</p> <p>Adults should ensure crowding does not occur outside or inside the cloakroom and keep children to a one in one out system.</p>
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