

# Segedunum Roman Fort & Museum 'Prehistoric Pottery' Hazard Identification. Updated December 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 278 4217 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>
Making prehistoric pots	<p>Low risk of materials (clay) causing allergy</p> <p>Low risk of eating clay material</p> <p>Low risk of grazes or injuries from tools and natural materials (pine cones, stones, shells etc) used to make and decorate pots</p>	<p>Facilitator needs to be made aware in advance if any child has an allergy to clay and will offer alternatives to use instead</p> <p>Facilitator will provide clear instructions on how to work with clay and will ensure that no one tries to eat it</p> <p>The children will use wooden tools to make and decorate their pots.</p> <p>Facilitator will ensure that all activities are fully described to children and teachers with health and safety guidance given on how to use wooden tools and natural materials safely to minimise risk (for instance children will be told to keep them away from their eyes).</p>	<p>School to advise of any known allergies children might have to using clay</p> <p>School staff to help supervise during the session</p>
Covid-19 measures	Risk of touching contaminated surfaces, close contact risk spread of covid 19 among	<ul style="list-style-type: none"> <li>• Windows will be kept open during workshops to improve ventilation</li> </ul>	All supervising staff should wear a mask unless exempt

	staff and school groups and visitors	<ul style="list-style-type: none"><li>• Facilitator will try to maintain a 2m distance from the group. If this is possible then they will wear a mask.</li><li>• Hand sanitiser, soap and paper towels will be available</li><li>• Children will be advised to use hand sanitiser before and after entering the activity room and taking part in different activities</li><li>• Aprons which are worn as part of the activity will be cleaned down after each session</li><li>• Wooden tools, boards and natural materials to be used as part of activity will either be cleaned before session or quarantined between groups using them</li><li>• Children will be reminded to avoid touching eyes, nose or mouth with unclean hands</li><li>• Higher risk surfaces will be cleaned before and</li></ul>	<p>Adults should remind children to maintain 2m distance from facilitator</p> <p>Adults and children should wash hands thoroughly before and after the session</p>
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		<p>after each school group</p> <ul style="list-style-type: none"><li>• The activity room will be cleaned thoroughly before and after school group</li><li>• The activity room will be closed to the general public and will only be used by one school group per day</li></ul>	
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