

Segedunum Roman Fort Hazard Identification

Updated October 2024

Please note:

- This is **not** a risk assessment 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 Museum on (0191) 278 4217 to enquire about possible building work taking place or hazards in temporary exhibitions.

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)
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 Exit/entrance points.</p> <p>Small banks, railings, 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 getting lost, wandering off.</p> <p>Staff and visitors. 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>Exit and entrance points limited and the Fort Site fenced off from general public area.</p> <p>Dangerous areas fenced off. 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>Schools responsible for supervision and head counts.</p> <p>Ensure children don't climb on railings or banks. Ensure children don't throw stones. Suitable outdoor clothing to be worn by visitors.</p> <p>Adult supervision at all times.</p> <p>Children accompanied and supervised crossing road.</p>

Children's climbing frame.	Falls, collisions and slipping.	Condition of climbing frame and surrounding area checked daily by staff for maintenance and annually for insurance.	Notification to museum staff of plant allergies and avoidance of plant and/or herb garden Adult supervision at all times
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. Exposed to weather conditions.	Daily checks carried out by site staff. Equipment maintained. Trained first aid site staff. Advised to dress appropriately for weather conditions: warm coat, hat, gloves / sun hat, suncream.	Adult supervision of children Contact nearest staff in case of accident / emergency. Advise children to dress appropriately for weather conditions: warm coat, hat, gloves / sun hat, suncream. Bring extra water in hot weather.
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	Moving parts on interactives – finger/hand trapping.	Moving parts kept to a minimum. Interactives	As above.

Balconied areas.	Falling items from balconies.	checked and maintained. Wall reconstruction roped off. 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. Food allergies.	Limited number of children in shop. Site staff awareness. CCTV All sweets and snacks are wrapped and labelled.	Children to be supervised by adults at all times. Groups in shop to be kept small when at all possible. Awareness of allergies to ingredients in potential purchases.
Museum Education / Activity Room.	All staff and visitors. Slips and falls, knocks from collisions.	Rooms cleaned and inspected daily by staff. Specific activity risk assessments completed by museum staff. Ensure children have sufficient space to work in and split into	Adult supervision at all times. Adult supervision at all times.

<p>High glass windows.</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>Falling from window or sill.</p>	<p>small groups when appropriate.</p> <p>If used for lunch, guidance for 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>Windows on safety catches. No one to sit on windowsills.</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> <p>Adult supervision at all times.</p>
<p>Temporary building works on site.</p> <p>Building work on 3rd floor and roof repairs.</p>	<p>Rerouted access to building and to fort site.</p> <p>No access to 3rd floor and activity area.</p>	<p>School met by staff in car park and directed to entrance. Directed to Fort site access avoiding scaffolding/works area.</p> <p>Activities to take place in Daniels/Corder room on 4th floor.</p>	<p>Children to be supervised at all times by school staff.</p> <p>Staff and children to follow all signage and avoid closed areas.</p>