**Segedunum Roman Fort Bath House & Museum Hazard Identification**

**Updated July 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 Museum on (0191) 2784217 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)** |
| 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. |
| Open air Fort Site – that includes-Small banks, uneven ground and loose gravel and stones.Roman water tankRoad crossing to adjoining wall site.Herb Garden | All staff and visitorsSlipping and falling on banks, uneven ground and loose stones.Falling into water tankTraffic accident involving staff and visitorsPollen / plant / herb allergies | Exit and entrance points limited and the Fort Site fenced off from general public area.Dangerous areas fenced off.Paths clearly identified.Grounds inspected daily by site staffWater tank is labelled and fenced off.Road crossing is an automatedwith traffic lightsHerb garden in designated area Trained first aid staff on site | Schools responsible for supervision and head counts.Ensure children don’t climb on railings or banksEnsure children don’t throw stonesSuitable outdoor clothing to be worn by visitorsAdult supervision at all timesChildren accompanied and supervised crossing road.Notification to museum staff of plant allergies and avoidance of plant and/or herb garden |
| Bath House –Reconstruction Building | All staff and visitorsSlips and falls on uneven surfaces  | Plunge bath is screened off.Trained first aid staff on site. | Adult supervision |
| Lifts | All staff and visitorsTraps in doors or othermoving 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 galleriesGlass walls and partitionsInteractive exhibits Balconied areas. | All staff and visitorsBumping into glass walls, partitions and displays.Climbing, slips and fallsFalling items from balconies | Daily checks carried out by site staff.Equipment maintained by staff.Trained first aid staff on site.Safety glass used.Raised awareness with graphics on glass.Moving parts kept to a minimum. Instructions clearly labelled. Wall reconstruction roped off.Secure and substantial railing on all balconies | Adult supervision of childrenContact nearest staff in case of accident / emergencySpecial care when moving around site.As above As above |
| All stairways and doorways | All staff and visitorsSlips, trips and fallsTrapped fingers / hands | Finger guards on doorways | Adult supervision and control of groups. No running |
| Museum Shop | All staff and visitorsSlips, collisions.Food allergies | Limited number of children in shopSite staff awarenessCCTVAll 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 RoomHigh glass windows | All staff and visitorsSlips and falls, knocks from collisions.Knocks or injury from weight of replica objects.Use of craft tools and materialse.g. (scissors and glue)Falling from window or sill | 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 small groups when appropriate.If used for lunch guidance to use givenTeachers and children advised how to handle objects safely.All sharp objects locked away when not in supervised use.Windows on safety catches.No one to sit on windowsills | Adult supervision at all times.Adult supervision at all times.Group to clear space after packed lunches and ensure nothing is left on the floor.Adult supervision at all times.Adult supervision at all times. |