**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 tank  Road crossing to adjoining wall site.  Herb Garden | All staff and visitors  Slipping and falling on banks, uneven ground and loose stones.  Falling into water tank  Traffic accident involving staff and visitors  Pollen / 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 staff  Water tank is labelled and fenced off.  Road crossing is an automated  with traffic lights  Herb 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 banks  Ensure children don’t throw stones  Suitable outdoor clothing to be worn by visitors  Adult supervision at all times  Children 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 visitors  Slips and falls on uneven surfaces | Plunge bath is screened off.  Trained first aid staff on site. | Adult supervision |
| 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  Glass walls and partitions  Interactive exhibits  Balconied areas. | All staff and visitors  Bumping into glass walls, partitions and displays.  Climbing, slips and falls  Falling 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 children  Contact nearest staff in case of accident / emergency  Special care when moving around site.  As above  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  High glass windows | All staff and visitors  Slips and falls, knocks from collisions.  Knocks or injury from weight of replica objects.  Use of craft tools and materials  e.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 given  Teachers 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. |