**Stephenson Railway Museum Hazard Identification**

**Updated June 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 Stephenson Railway Museum, 0191 200 7146 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)** |
| Outside of Museum-Vehicles moving past the main entrance (shared access to others groups occasionally)Uneven paths around site.Getting lostMoving trains | All staff and visitorsBeing hit by moving vehicleTrips, falls and injuries on uneven paths around site.Children getting lost/wandering off. Accidents involving engines, on the lines outside. Danger from railway platform, accidents with moving trains.Tripping on litter and plants in Museum grounds.  | Vehicle entry gates closed and traffic barriers in place.Museum staff escort the children into and out of the building.Children and teachers advised to take care on uneven ground and never to run on the site.Site gates kept shut during school visit.Tours of Museum exterior to be led by museum staff.Children advised to keep away from engines, trains and platforms unless supervised. Litter and hazardous plants removed as far as possible. Dangerous areas fenced off. Children and teachers advised to wear suitable clothing and footwear. Trained first aid staff on site. First Aid kit in Museum. | Adult supervision at all times.Planned pick up/ put down point.Children to be supervised at all times by school staff and to escort the children into and out of the building.Sensible appropriate footwear to be worn.Schools responsible for supervision and head counts.Ensure children don’t climb on anything unless instructed to do so by museum staff.Suitable footwear and outdoor clothing to be worn by visitors |
| Reception/Lunch area-Slips and falls from spillages.Hot food and drinks | All staff and visitorsSlips and falls from spillages.Scalds from hot drinks. | School visits arranged on days when museum is closed to general public and café is closed.Spills cleared up as soon as possible, and /or hazard notices put in place.Trained first aid staff on site. First Aid kit in Museum.. | Children advised of dangers from hot drinks.Adult supervision |
| Education Room and workshops | Use of craft tools and materialse.g. (scissors and glue)Fingers trapped in windows or doors.Injury from handling of historical artefacts, heavy objects sharp edges. | All sharp and dangerous objects stored away from children and materials used under supervision.Child safety locks fitted to Education Room cupboards and locks on windows.Children advised on how to be careful when handling objects.Trained first aid staff on site.First Aid kit in Education Room. | Adult supervision |
| Museum Interior-Large enginesUneven surfaces | All staff and visitorsFalls and trips on uneven surface or steps, including bumping into large engines.Accidents from climbing on engines.Damage to clothes/skin from oil on train surfaces. Cold environment.Access to Luggage Van via stairs.Danger of workshop environment* Children falling into ‘pit’
* Children injuring themselves on tools
* Chemical hazards
* Danger from moving vehicles
 | Uneven surfaces, large engines and oily engines pointed out to children and teachers prior to entering the museum on led visits. Any physical access requirements are clarified when making a booking. Teachers and children advised to be careful on stairs.Visitors told not to climb on engines.Visitors advised to wear suitable clothing and footwear for museum conditions.Access to this area is only in led tours. Only small groups are in workshops at any one time.* Workshop tours are carefully controlled and led by museum staff.
* No tools or chemicals in use and kept securely out of reach when children in the workshop.
* No engines to be moving when children in the workshop.

First Aider/First Aid Kit available at all times. | Adult supervisionClasses divided into small groups when moving around the museum. |
| On carriages and train platform Fire safety | All staff and visitorsDanger of trapping hands in doors.Children falling out of window on train.Oily, sooty trains.Falls on or from platforms and trains.Panic and confusion on hearing an alarm | Museum staff ensures train doors are closed and children advised not to tamper with them.Children advised not to hang out of windows – Museum staff will shut all windows if necessary.Children advised not to touch exterior of trains.Children advised to stand well back from the platform edge.Specified meeting point arranged with school.First Aider and First Aid Kit available at all times. | Children and teachers ensure awareness of potential hazards prior to visit. Adult supervision |
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