**What is this document for?**

* This is not a risk assessment but aims to give you information to help you as you assess risks for your own group. We follow the advice from the [Department for Education around health and safety on educational visits.](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)
* This Hazard Identification covers everyday risks that groups may incur. Please email Great North Museum: Hancock on learning@greatnorthmuseum.org.uk or telephone (0191) 208 6865 to discuss any issues which may affect your group in particular.

**What should schools/groups know about our venue?**

* The Great North Museum: Hancock is a public building which gives access to members of the public without checks being made on them. Schools should ensure that their children are supervised accordingly.
* As suggested by DfE, you can [search for our Learning Outside the Classroom Quality Badge](https://www.lotc.org.uk/providers/lotc-quality-badge/) or [find the certificate on our website](https://greatnorthmuseum.org.uk/learning/award-winning-learning).
* We highly recommend that group leaders conduct preliminary visits to tailor visit plans and risk assessments to your group and their needs. Please contact us if you would like to view any resources on this kind of visit and we will do our best to make them available for you
* We have on-site first aiders but groups should bring their own first aid kit and first aider if appropriate. Please ensure any inhalers, epi-pens or medications are brought on the visit and that you know of any medical risks group members may have.
* Please contact us in advance of your visit to discuss any access needs in your group. [You can also find information on our website to help you plan](https://www.northeastmuseums.org.uk/greatnorthmuseum/learning/special-schools-and-groups-with-send).
* We have sensory bags available to book which can support neurodivergent visitors, but we would recommend that you bring any such support materials generally used by group members, such as ear defenders or fidget toys
* The nearest hospital with an A&E department (including a children's A&E) is the [Royal Victoria Infirmary.](https://www.newcastle-hospitals.nhs.uk/services/emergency-department/)

**What responsibilities do school/group leaders have when visiting?**

* It is the responsibility of the group leader to monitor the behaviour, safety and safeguarding of their group at all times, regardless of the ages involved.
* Group leaders should take into account the age, access needs, behavioural issues and ability of their group when compiling a risk assessment and considering the staff: child ratio required for a safe visit. Please see our website for [our recommended staff: student ratios for different age groups.](https://greatnorthmuseum.org.uk/learning/school-and-group-visit-practicalities)

**What are the hazard types/areas listed in this document?**

Click to jump to that section: [Traffic](#_Hazard_Type/Area:_Traffic), [Entrances & exits](#_Hazard_Type/Area:_Museum), [Foyer & Shop](#_Hazard_Type/Area:_Foyer), [Lifts,](#_Hazard_Type/Area:_Lifts) [Stairways & steps](#_Hazard_Type/Area:_All), [Doorways](#_Hazard_Type/Area:_Doorways), [Toilets](#_Hazard_Type/Area:_Toilets), [Galleries](#_Hazard_Type/Area:_Museum_1), [Mouse House](#_Hazard_Type/Area:_Mouse), [Planetarium](#_Hazard_Type/Area:_Planetarium), [Café,](#_Hazard_Type/Area:_Café ) [Clore Learning Suite](#_Hazard_Type/Area:_Clore), [Study Garden & Grounds](#_Hazard_Type/Area:_Study), [Workshops & Object Handling](#_Hazard_Type/Area:_Workshops), [Safeguarding](#_Hazard_Type/Area:_Safeguarding), [COVID-19](#_Hazard_Type/Area:_Covid-19), [Extreme weather](#_Hazard_Type/Area:_Extreme).

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| --- | --- | --- | --- | --- |
| Hazard Type/Area: Traffic | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Hit/knocked over by cars, buses and other vehicles while using pavements and crossing the road to get to and from the museum | low | high |  | Pupils to be supervised at all times by school staff  Stay on the pavement at all times when not crossing the road  Use Pelican Crossings on Claremont Road  Be aware of bicycles and scooters as well as larger vehicles |
| Hit/knocked over by cars, buses and other vehicles on the museum driveway | low | high | Bollards at main entrance and at the bottom of the museum steps  Speed limit in place | Pupils to be supervised at all times by school staff  Particular care to be taken when crossing between the museum steps and the front lawn – this is a vehicle access to the museum |
| Hit/knocked over by cars, buses and other vehicles while using the bus drop-off layby and path to the Schools Entrance | low | high | Path and steps lead directly from the bus drop-off layby to the Schools Entrance | Pupils to be supervised at all times by school staff  Be aware around other buses which may be dropping groups off |
| Hazard Type/Area: Museum Entrances and Accesses | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls caused by:   * Uneven ground * Steps * Bollards and railings * Loose stones * Hard and abrasive surfaces | moderate | moderate | Daily checks  Handrails in place  Signage in place  Paths provided and maintained | Pupils to be supervised at all times by school staff  Visitors to use handrails where appropriate  School staff to ensure children do not climb on external furniture  School staff to ensure that there is no running on paths and steps and around entrances |
| Bumped by automatic doors opening or closing | moderate | low |  | Pupils to be supervised at all times by school staff  School staff to ensure doors stay open using automatic door buttons as groups go through |
| Collision with glass doors | low | low | Stickers in place on glass doors to make them more visible | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building |
| Finger trapping in doors | moderate | moderate | Finger guards on main doorways | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: Foyer and Museum Shop | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks made for hazards  Site staff awareness  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building  School staff to ensure children do not climb on objects or furniture |
| Crowding | high | low | Queuing system in place  Site staff awareness | Visit the shop in small groups, accompanied by an appropriate number of adults to supervise adequately |
| Damage to shop goods | moderate | low | Queuing system in place  CCTV surveillance  Site staff awareness | Visit the shop in small groups, accompanied by an appropriate number of adults to supervise adequately |
| Theft | low | low | Queuing system in place  CCTV surveillance  Site staff awareness | Visit the shop in small groups, accompanied by an appropriate number of adults to supervise adequately |
| Hazard Type/Area: Lifts | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Finger trapping in lift doors or other moving parts | low | moderate | Instructions clearly printed on both the inside and outside of the lift | Pupils to be supervised at all times by school staff |
| Exceeding maximum weight | low | moderate | Maximum weight/group size stated in the lift | Pupils to be supervised at all times by school staff  Split your group up into smaller groups to use the lift |
| Lift breakdown | low | low | Lifts are regularly inspected and maintained  Instructions on calling for help are displayed inside the lift  Two lifts are available for public use to allow access if one is out of order | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: All stairways and steps | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks  Handrails in place  Signage in place during cleaning or after spillage  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  Use handrails on the stairs  School staff to ensure that children walk while using the stairs  School staff to ensure children do not climb on rails or over balconies |
| Items falling from stairways and balconies | low | moderate |  | Pupils to be supervised at all times by school staff, checking they keep hold of their equipment near stairways and balconies. |
| Hazard Type/Area: Doorways | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Bumped by automatic doors opening or closing | moderate | low |  | Pupils to be supervised at all times by school staff  School staff to ensure doors stay open using automatic door buttons as groups go through  Groups to take particular care in doorways |
| Collision with glass doors | low | low | Stickers in place on glass doors to make them more visible | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building  Groups to take particular care in doorways |
| Finger trapping in doors | moderate | moderate | Finger guards on main doorways | Pupils to be supervised at all times by school staff  Groups to take particular care in doorways |
| Hazard Type/Area: Toilets | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls (especially on wet floors) | moderate | moderate | Regular cleaning and inspection by museum staff  Hazard signs displayed when floors are wet  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff |
| Need for assistance | low | low | Alarms fitted in accessible toilets | Pupils to be supervised at all times by school staff |
| Child cannot operate locks and becomes stuck in cubicle | low | low | Locks can be opened from outside by museum staff | Pupils to be supervised at all times by school staff |
| Other visitors also using toilets | high | high | Alternative sets of toilets available | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: Museum Galleries | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks  Signage in place during cleaning or after spillage  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building |
| Collisions with glass cases and museum furniture | moderate | moderate |  | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building |
| Damage to displays/objects | low | moderate |  | Pupils to be supervised at all times by school staff |
| Climbing on plinths/display cases | moderate | moderate |  | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building  School staff to ensure children do not climb on objects or furniture |
| Items falling from first floor balconies | low | moderate |  | Pupils to be supervised at all times by school staff |
| Moving parts on interactives and display drawers – finger/hand trapping | low | moderate | All interactives individually designed to mitigate risk  Equipment maintained by museum staff | Pupils to be supervised at all times by school staff |
| Electrical contacts on interactives and screens | low | high | Regular checks for electrical safety | Pupils to be supervised at all times by school staff |
| Walking into open drawers | moderate | moderate | Regular gallery checks | Pupils to be supervised at all times by school staff |
| Bumps on low shelving | moderate | moderate |  | Pupils to be supervised at all times by school staff |
| Low light levels – trips and bumps | moderate | moderate |  | Pupils to be supervised at all times by school staff  Take particular care in low light galleries  School staff to ensure that there is no running in the building  School staff to ensure children do not climb on objects or furniture |
| Hazard Type/Area: Mouse House | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Moving parts and size of components on interactives - finger/hand trapping | Moderate | moderate | All interactives individually designed to mitigate risk  Equipment maintained by museum staff | Pupils to be supervised at all times by school staff |
| Electrocution from power sockets | low | high | Socket covers not used  Regular electrical safety inspections and maintenance | Pupils to be supervised at all times by school staff |
| Working height for interactives – trapping | low | low | All interactives individually designed aimed at target age group to mitigate risk | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: Planetarium | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks  Signage in place during cleaning or after spillage  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building |
| Low lighting | moderate | moderate | Lights put up while audience arrive or leave | Pupils to be supervised at all times by school staff  Please contact us in advance if your group is likely to have any particular issues around this |
| Loud sounds and bright lights during shows may disorientate and/or be an issue for visitors with additional needs | moderate | moderate | Staff running planetarium shows are able to alter sound and light levels if required | Pupils to be supervised at all times by school staff  [Sensory support bags](https://www.northeastmuseums.org.uk/greatnorthmuseum/learning/special-schools-and-groups-with-send) can be booked including ear defenders and other material  **Please contact us in advance if your group is likely to have any particular issues around this** |
| Crowding | moderate | low | Limit to group size | Please do not attempt to exceed the group size you have been allocated |
| Hazard Type/Area: Café | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks  Signage in place during cleaning or after spillage  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building |
| Spillages | moderate | low | Café staff on hand to deal with any spillages and accidents | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: Clore Learning Suite | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks  Signage in place during cleaning or after spillage  Floors regularly inspected and maintained | Pupils to be supervised at all times by school staff  School staff to ensure that there is no running in the building  School staff to clear up after any lunch-time spillages |
| Electrocution from power sockets | low | high | Floor power sockets covered  Room setup used to protect floor power sockets which are in use (eg always under a table or taped off)  Regular electrical safety inspections and maintenance | Pupils to be supervised at all times by school staff |
| Folding tables – danger of collapse/ trapped fingers | moderate | moderate | Tables regularly inspected | Pupils to be supervised at all times by school staff |
| Trailing electrical cables – trips | low | moderate | Cables used under tables or in close proximity to equipment such as computers  Any long cables taped down to the floor | Pupils to be supervised at all times by school staff |
| Burns from hot water taps | low | moderate | Sinks are behind blinds/doors which are kept closed during workshops  School staff made aware of the area for lunchtime use | Pupils to be supervised at all times by school staff |
| Strangulation or tangling - blinds cords | low | high | Cords fixed to the wall | Pupils to be supervised at all times by school staff |
| Cuts from craft materials such as scissors | moderate | low | Blunt end scissors provided | Pupils to be supervised at all times by school staff |
| Poisoning from craft materials such as paint | low | high | Non-toxic paints and materials used | Pupils to be supervised at all times by school staff |
| Hazard Type/Area: Study Garden and Museum Grounds | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Slips, trips and falls | moderate | moderate | Daily checks made for hazards  Paths regularly inspected and maintained  School staff made aware of hazards on the day if the study garden is to be used | Pupils to be supervised at all times by school staff  School staff to supervise running and play  School staff to ensure children do not climb on walls, fences, gates, furniture such as seating or objects such as statues or artefacts |
| Study garden flexible seating (wooden boxes) - trips, falls, splinters | moderate | moderate | Warnings given about this being designed as a seating area not a play area on day of visit | Pupils to be supervised at all times by school staff  School staff to supervise running and play  School staff to ensure children do not treat the flexible seating as a play area  Care to be taken around wooden surfaces to avoid splinters |
| Study Garden doors from Clore suite – risk of injury from slamming in the wind | moderate | moderate |  | Pupils to be supervised at all times by school staff |
| Study Garden pond – risk of drowning | low | high | Pond is walled and has shallow water  School staff made aware of the pond if they are to use the garden | Pupils to be supervised at all times by school staff |
| Study Garden pond – risk of waterborne disease | low | high | School staff made aware of the pond if they are to use the garden | Thorough hand-washing after contact |
| Plant and pollen allergies | moderate | moderate |  | Ensure all allergies are noted in advance of the visit  Advise pupils of dangers of contact with unknown plants  Ensure any epi-pens, medication or inhalers are brought on the visit |
| Insect stings and allergies | moderate | moderate |  | Ensure all allergies are noted in advance of the visit  Ensure any epi-pens, medication or inhalers are brought on the visit |
| Poisoning or disease contracted from plants, plant-borne or soil-borne pathogens | low | high |  | Advise pupils of dangers of contact with unknown plants  Thorough hand-washing after contact with plants or soil |
| Hazard Type/Area: Workshops and Object Handling | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Allergies to fur or feathers when handling taxidermy | moderate | moderate | Cotton or vinyl gloves available to use | Ensure all allergies are noted in advance of the visit  Ensure any epi-pens, medication or inhalers are brought on the visit  **Please contact us in advance if you know of any allergies of this kind in your group** |
| Nervous reactions or emotional triggers to objects or subject matter | low | moderate | Warnings given around potentially triggering content at the time of booking | Consider the content of any workshop you have booked and **contact us in advance if you need more detail or change in topic** |
| Irritant in eyes (eg sand) | moderate | moderate | Session leader will demonstrate correct use of sand trays or other sources of particulates | Pupils to be supervised at all times by school staff |
| Choking hazard | low | moderate | Younger and SEND groups warned by museum staff not to put objects in their mouths  Objects in workshops for younger and SEND children selected to be of an appropriately large size | Pupils to be supervised at all times by school staff  All objects to be handled in line with the instructions given by the museum staff  **Please contact us in advance if you feel that this will be an issue with children in your group so that we can select objects for the workshop appropriately** |
| Cuts, puncture wounds, trapped fingers | low | moderate | Warnings given around sharp objects  Instructions given on handling techniques  All breakages immediately dealt with | Pupils to be supervised at all times by school staff  All objects to be handled in line with the instructions given by the museum staff  Inform the museum staff immediately about any breakage |
| Crush injuries from heavy objects | low | moderate | Warnings given around heavy objects  Instructions given on handling techniques | All objects to be handled in line with the instructions given by the museum staff |
| Hazard Type/Area: Safeguarding – [please see our safeguarding policy.](https://www.twmuseums.org.uk/files/405687-twam-policy-and-procedures-for-safeguarding-of-children-young-people-and-adults-at-risk-sept-21-1.pdf) | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Lost children – danger of separation from the group in the museum spaces | low | moderate | Lost child policy in place  Staff receive training in procedures | Pupils to be supervised at all times by school staff  Ensure safe staff:student ratio for your group. Please see our website for [our recommended staff: student ratios for different age groups.](https://greatnorthmuseum.org.uk/learning/school-and-group-visit-practicalities)  Inform museum staff immediately if a member of your group is missing  Conduct regular headcounts  Ensure all children know who their contact adult is |
| Child leaves the museum by themselves | low | high | Site staff awareness  CCTV in place  Doors at the front of the museum are overlooked by shop staff | Pupils to be supervised at all times by school staff  Take extra care when leading group near doors, particularly in the butterfly corridor, where doors are sometimes used for contractor access and movement of objects. |
| Stranger danger – the museum is a public space and anyone can come in | low | high | Staff receive training in procedures  CCTV in place  Galleries are regularly patrolled by museum staff | Pupils to be supervised at all times by school staff  Ensure children are aware that this is a public space before the visit and assist them with what that means for behaviour in line with your school/group safeguarding policy  Inform museum staff immediately if other visitors are acting suspiciously or in an unsafe manner |
| Hazard Type/Area: Covid-19 Infection during a visit – *we are accredited by the ‘We’re Good To Go’ Industry Standard* | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Infection from airborne particles | moderate | moderate | Government guidelines followed at all times  Use of facemasks is encouraged  Areas of the museum with poor airflow have been identified and can be closed during peak outbreak times  Windows can be opened for ventilation in learning spaces | Use of facemasks, especially for anyone with lowered immunity |
| Infection from contaminated surfaces | moderate | moderate | Government guidelines followed at all times  Handwashing can take place in toilets around the building  Surfaces receive regular cleaning  Anti-bac spray is available for use during lunches  Object handling will be reduced during peak outbreak times | Frequent hand washing and sanitizing is encouraged |
| Working outside a designated bubble | moderate | moderate | Visitor numbers will be restricted during peak outbreak times in line with government guidelines | Groups asked to stay in their working bubbles during peak outbreak times |
| Hazard Type/Area: Extreme Weather | | | | |
| **Risk** | **Likelihood** | **Severity** | **Existing Control Measures Put in Place by Museum** | **Recommended Mitigating Measures by Group** |
| Ice and snow – slips | low | moderate | Paths are cleared and salted | Consider whether to travel if it is very ice or snowy – we will endeavour to rearrange sessions if you have to cancel  Encourage children to wear appropriate clothing  Please follow your school policy. Contact us if you need to discuss any aspects of the visit |
| Extreme heat | low | moderate | Drinking water top-ups are available from the café  The museum building itself is cool inside  Teaching rooms can be ventilated | Consider whether to travel if you have a long journey in extreme heat - we will endeavour to rearrange sessions if you have to cancel  Encourage children to wear sunscreen and hats  Do not use the outdoor spaces of the museum if it is extremely hot  Please follow your school policy. Contact us if you need to discuss any aspects of the visit |