

# Segedunum Roman Fort Hazard Identification

## Updated June 2023

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.

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>Children getting lost, wandering off</p> <p>All 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>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>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>

Herb Garden	Pollen / plant / herb allergies	Herb garden in designated area Trained first aid staff on site	Notification to museum staff of plant allergies and avoidance of plant and/or herb garden
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.	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	Daily checks carried out by site staff. Equipment maintained Trained first aid site staff	Adult supervision of children Contact nearest staff in case of accident / emergency
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 checked and maintained. Wall reconstruction roped off.	As above

Balconied areas	Falling items from balconies	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 small groups when appropriate.	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>If used for lunch guidance to 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>
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