

Hazard Identification Sheet – Woodhorn Museum

It is the responsibility of teachers and group leaders to complete their own risk assessment prior to their visit on site. This is usually a requirement specified by local education authorities. The following information is intended as a preparatory tool, and does not replace a teacher's or group leader's own risk assessment.

Hazard	Potential risk	Hazard Advice
Walk from coach park to site entrance.	Collision between traffic and pedestrians.	The entrance road speed limit is clearly signed. There is clear demarcation of coach park and road areas. There is a zebra crossing on the road from the coach park to the path to the site entrance. Group Leaders may direct other vehicles to stop whilst groups use the zebra crossing safely.
Inclement weather	Slipping on ice Slippery surfaces due to rain Discomfort due to inappropriate clothing and footwear. Sunburn or sunstroke from extreme heat.	Group leaders may issue verbal instruction to groups to walk carefully in icy or wet conditions and use handrails where available. Museums Northumberland will grit priority pathways in icy and snowy conditions. In the event of thick ice on the pit yard, an indoor activity may be offered as an alternative. Group Leaders should offer group participants advice on appropriate clothing and footwear to include layered clothing, waterproofs and sensible footwear as well as sun cream if needed.
Wooden seating and bike racks	Injury from falling and trips	Group leaders to ensure that their group are not climbing on seating or bike racks around the site and should supervise their group during use.
Curbs, uneven surfaces, man-hole covers, railway tracks, signs and furniture	Tripping hazards	Group Leaders and Museum Staff will give verbal warnings. Group Leaders and Participants should observe all site signage.
Some objects in handling collection are heavy and have sharp edges	Trapped fingers, risk of dropping, cut fingers, damage to clothing	Museum Staff will give verbal warnings about any objects in handling collection used during workshops. Museum Staff will frequently check on the condition of objects in the handling collection. Group Participants must be supervised when using handling collection.

Confined spaces	Discomfort, anxiety	Group Participants must be supervised in confined spaces. An alternative space or route will be available. There are exits and Fire exits throughout the museum. Verbal warning will be given prior to entering enclosed spaces along with the options to bypass or stay at the back.
Stairs	Risk of collision with other visitors, falls/trips.	Museum Staff will give verbal warning before use of stairs. Group Leaders will supervise behaviour of Group Participants using stairs.
Illness or injury	Visitors may injure themselves or fall ill during visits	Group Leadership should include a Group First Aider. Museums Northumberland will aim to provide a First Aider when schools are on site but we cannot guarantee this (for example in the event of unexpected staff sickness)
Child protection issues	Isolated children on site could be vulnerable	Groups must provide adequate adult supervision. Responsibility for the safety and welfare of group members remains with the school.
Flashing lights in Cappell Fan house.	May cause problems for any with photosensitivity	Museum Staff will give verbal warning before entering building. Warning sign at entrance. Group Leaders to confirm the experience is suitable for their Group Participants.
Materials used during workshops	Allergies	Group leaders to advise Museums Northumberland staff of any potential allergies within their group at time of booking, or with as much advance notice as possible prior to a visit.
Content of workshops	Distress to participants who have experienced trauma relating to death or war	Group leaders to advise the Museums Northumberland Learning Team of any potential issues their group may have related to such trauma and discuss potential strategies or alternative activity options available to their group giving as much notice as possible prior to a visit.
Historic Colliery buildings	Trip hazards, holes, protruding objects, flakes of metal rust,	Museums Northumberland carry out regular maintenance checks in all buildings accessible to the public.

	dust from old paint-work, falling objects.	Specific verbal warnings will be given by Museum Staff for specific risks in historic buildings. Group Leaders to ensure that members of their group are not climbing on any barriers within our buildings. The Winding house contains a large void, warning will be given to pupils not to cross the black barriers in the space. Group Leaders will ensure warnings and instructions are followed by Group Participants.
--	--	--

Hazard Identification Sheet - Play Area and wildlife area

Hazard	Potential risk	Hazard Advice
Uneven surfaces and gravel	Cuts or bruises on collision with ground, play equipment or exposed roots	Children advised to be aware of their surroundings when moving around the playground and wildlife areas and group leaders to supervise while children are in the area.
Splinters from apparatus, wildlife area and bug hotels	Small cuts on fingers	Verbal warning of risk, hypoallergenic plasters can be used if bleeding. Warm water can be used to ease splinter out.
Play equipment - injury from use	Bumps, cuts, bruises, falls	Group leaders to supervise use of play equipment and restrict numbers on play equipment.
Play equipment - hot	Scalds from hot metal play equipment during times of extreme heat	Group leaders to supervise use of play area and should advise children to avoid the metal equipment if during times of extreme heat.
Wildlife area	Stings from plants or insects	Group leaders supervise their group near planted areas and advise their group that plants and wildlife should not be picked up or touched. Groups should keep to the cleared and maintained pathways through the wildlife area.