**Sunderland Volunteer Life Brigade Hazard Identification**

Last updated 19/07/2016

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
* SVLB 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 note: columns 1 to 3 identify the Hazards, risks and controls put in place by the museum, column 4 highlights areas where visitors should implement their own measures outside the control of the museum.**

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| **Hazard identification** | **Risk and to whom** | **Existing control measures set up by SVLB** | **Further action to be taken by the group leader (add own comments)** |
| Busy street outside museum | People wandering off / getting lost |  | * Group leader responsible for head counts * Group leader to supervise visitors at all times * Group leader to allocate first aider |
| Fire and Electrical fault (throughout museum) | All:   * Fire * Electrocution | * Alarms * Fire extinguishers * Break glass buttons | * All groups must sign in at reception * On arrival, group leaders to enquire about fire evacuation points * Do not use faulty looking interactive displays / equipment |
| Main door at entrance | All   * Fingers may get trapped * Collision | * Daily checks carried out by museum staff | * Group leader to supervise visitors at all times * Group leader to allocate first aider |
| Throughout museum:   * Slips / trips / collisions * Stairways / steps * Uneven ground * Hard surfaces * Enclosed space * Interactives | All   * + Trips / slips / falls / collisions   + Trapped limbs and fingers   + Visitors may get lost / wander off | * checks carried out by museum staff * absorbent mat next to the entrance * Air vents * Shatter proof glass used where possible * Most doors can kept open by a door wedge. | * Do not run * Do not use faulty looking interactive displays * Advise visitors to use handrails where possible. * Visitors to bring cold drinks in warmer months. * Group leader to supervise the group at all times * One person at a time to use the Morse Code machine. * Please inform a member of staff if anything is broken. * Group leader to allocate first aider. |
| Doorways / displays (throughout museum) | All:   * Slips, trips, falls and collisions * Trapped fingers / hands |  | * Group leader to supervise the group at all times * Do not run * Accident Report Forms * Group leader to allocate first aider |
| Toilets –  Please note there is only 1 toilet for men and women. | All:   * Unable to unlock doors * Scalds * Unclean * Slips / falls on spillages | * Toilets cleaned and inspected regularly by museum staff | * Children to be accompanied by an adult. * Please inform a member of staff if the toilet facilities are in an unsatisfactory condition. |
| Shop | All:   * Collisions | * + Number of visitors limited | Group leader to allocate first aider |
| Café / Refreshments Area | All:   * + - Spillages: slips / falls * Allergies   + - Scalds | * Spillages to be identified and cleared up quickly   + ‘Wet floor’ sign will be displayed   + Café staff aware of food contents | * + Please inform a member of staff of any spillages * Visitors are not to go behind the café counter * Group leaders to be aware of allergies and treatments   + Children to be supervised at all times |
| The Captains Cabin | All   * Trips / Falls * Displays on main tables. |  | * Children to be supervised at all times |
| Childrens Activity Area | All:   * Use of craft tools and materials e.g. (scissors and glue) * Slips / falls * Handling artefacts dropping, dirty | * + Daily checks carried out by museum staff * Spillages to be cleaned up quickly * ‘Wet floor’ sign will be displayed   + Sink/ soap/paper towels available   + Cleaning products and sink area is stored away / out of visitor’s reach   + Groups are directed on how to handle objects safely. | * Visitors to wash hands after handling artefacts * Children to be supervised at all times   + Group leader to allocate first aider |
| The Main Hall (sometimes used as a lunch space) | * Windows: falling * Trapping hands * Collisions * Kitchen: scalds / slips | * Windows can only be partially opened * Heavy furniture can be collapsed and floor space used | * Adults only to open windows * Children to be supervised at all times * Visitors are not to enter the kitchen area * Group Leader to allocate first aider |
| The Look out | * Trapping Hands / trips / falls. * Electrical Equipment in use. * Accessed by 2 stairs. | * Daily checks carried out by museum staff * No more than 2/3 visitors at one time (dependant on the age and access requirements). | * Children to be supervised at all times * Group leader to allocate first aider |
| Outside area and emergency vehicle store. | * Very busy street – small groups only – keep to the designated areas. * Trips/ Falls. | * Cliff Rescue team present during all demo’s. * Warning signs placed out to alert traffic to the visit. (cones or barriers or similar). | * Children to be supervised at all times * Group leader to allocate first aider |

**Please note:**

* Visiting groups are to be supervised and controlled by group leaders at all times
* Please report all accidents to a member of staff who will complete an Accident Report Form