**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