

## Hazard identification sheet for ESOL groups

This identification sheet is designed to help you to complete a risk assessment for your Museum visit. It should not replace your own risk assessment.

- Columns 1 to 3 identify the hazards and controls put in place by the Museum. You may wish to use column 4 to help you highlight areas where your group should implement its own measures outside the control of the Museum
- The Museum has full evacuation procedures in case of emergency or fire. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understand the importance of following such procedures in the event of an evacuation.
- The Museum has an up-to-date policy on the protection and safeguarding of children in line with the requirements of the 2006 Safeguarding Vulnerable Groups Act
- Please remember that the competence, behaviour and any special needs of your learners should be taken into consideration when planning supervision and activities within the Museum

1. Location of Possible Hazards	2. Possible Hazards Identified by Museum (to learners, tutors and accompanying adults)	3. Existing Control Measures	4. Further Action by School (add your own comments)
Entry to Museum via Main Entrance	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on steps</li> <li>• Proximity to busy road</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- paths marked and kept clear</li> <li>- handrails for front steps</li> <li>- pedestrian crossing opposite Museum entrance</li> <li>- first aiders on-site</li> <li>- museum security staff always present at main gate</li> <li>- access lift available from forecourt to colonnade level by passing the steps</li> </ul>	e.g. <ul style="list-style-type: none"> <li>- learners supervised by college staff</li> <li>- head counts carried out by school at regular intervals</li> <li>- learners have your contact number in case they become separated</li> </ul>

<p><b>Entry to Museum via North Entrance</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- paths and entrance area clearly defined</li> <li>- first aiders on-site</li> <li>- museum security/Visitor Services staff always present at north entrance</li> <li>- museum safeguarding procedures for vulnerable adults</li> </ul>	
<p><b>Museum Forecourt</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on steps</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- handrail for front steps</li> <li>- access lift available from forecourt to colonnade level</li> <li>- museum security staff always present at main gate and in front hall</li> <li>- museum safeguarding procedures for vulnerable adults</li> <li>- first aiders on-site</li> <li>- public and no-public areas clearly marked</li> <li>- wooden barrier in place at edge of colonnade</li> <li>- walking surfaces cleared or marked as slippery in poor weather</li> </ul>	
<p><b>Galleries and exhibitions</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>- walking surface marked as slippery in poor conditions</li> <li>- Visitor Service staff on duty in all public spaces</li> <li>- museum safeguarding procedures for vulnerable adults</li> <li>- access lifts in galleries with split floor levels</li> <li>- all galleries clearly numbered</li> </ul>	

<p><b>Lifts</b></p>	<ul style="list-style-type: none"> <li>• Learner becomes lost/separated from group</li> <li>• Group unsure which floor level to access to join main group</li> <li>• Learner or adult uncomfortable/able to use lift</li> <li>• Slips, trips, falls</li> </ul>	<ul style="list-style-type: none"> <li>- Visitor Service staff in all public spaces</li> <li>- museum safeguarding procedures for vulnerable adults</li> <li>- floor levels clearly marked in lift</li> <li>- floor guide available in lift</li> <li>- no access to non-public/behind the scenes lifts for visitors</li> <li>- help button available in lift</li> <li>- all public lifts marked on museum map</li> <li>- stairs available for all levels</li> <li>- handrail in lift</li> </ul>	
<p><b>All stairways and doorways</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped area</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- handrails on stairs</li> <li>- first aiders on-site</li> <li>- museum safeguarding procedures for vulnerable adults</li> <li>- walking surface marked as slippery in poor conditions</li> <li>- most public doors kept open</li> <li>- closed doors fitted with clear handles and all manually operated</li> <li>- lifts available to bypass internal stairs</li> </ul>	
<p><b>Museum Shops</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>-shop staff on duty in all shop areas</li> <li>- separate children's shop space in Great Court</li> <li>-low level display and clear lines of sight in children's shop</li> <li>- - museum safeguarding procedures for vulnerable adults</li> </ul>	
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Learner becomes lost/separated from group</li> <li>• Toilet non-accessible</li> </ul>	<ul style="list-style-type: none"> <li>- first aiders on-site</li> <li>- Visitor Services staff always on duty in nearby public areas</li> <li>-- museum safeguarding procedures for vulnerable adults</li> <li>- cleaning in progress signs used by cleaning staff</li> </ul>	

		- accessible toilets available in Great Court	
<b>All sessions taught by Museum staff</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Learner taken ill</li> <li>• Learner becomes lost/separated from group</li> </ul>	<ul style="list-style-type: none"> <li>- session leader always able to contact first-aider</li> <li>- learners able to exit taught session space at any point</li> <li>- session staff available in teaching spaces to direct use of an unfamiliar space</li> <li>- handrail on internal stairs in lecture theatres</li> <li>- all teaching spaces signposted</li> <li>- lifts available to all levels to by-pass stairs</li> </ul>	
<b>Handling sessions</b>	<p>Some or all of:</p> <ul style="list-style-type: none"> <li>• scratches, punctures due to handling objects</li> <li>• choking on small objects</li> <li>• irritated or allergic reaction</li> </ul>	<ul style="list-style-type: none"> <li>- handling objects checked by staff before session</li> <li>- handling procedures explained</li> <li>- handling supervised</li> <li>- use of non-allergenic materials where possible</li> <li>- recommendation to wash hands after sessions in teacher notes</li> <li>- session leader always able to contact first-aider</li> <li>- learners able to exit taught session space at any point</li> </ul>	