

# Mary Rose Museum & Stavros Niarchos Foundation Learning Centre



## Hazard Identification Sheet for Schools and Groups Visiting 2019 – 2020

- Learning Outside the Classroom Quality Badge
- Mary Rose Museum Health and Safety Policy
- Public Liability Insurance
- Mary Rose Museum Safeguarding Policy
- DBS checks for staff and volunteers with regular and/or unsupervised access to children

Teachers and adults are kindly requested to work in partnership with the museum team to actively supervise young people on site. **Pupils remain the responsibility of the school or group throughout the visit**, including during workshops, in the museum and at lunch time. The Museum has full evacuation procedures in case of emergency or fire. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.

This identification sheet is designed to help you to complete a risk assessment for your visit to the Mary Rose Museum and Stavros Niarchos Foundation Learning Centre. **It does 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 school should implement its own measures. **Please remember that the competence, behaviour and any special needs of your students should be taken into consideration when planning supervision and activities within the Museum.**

**We strongly recommend that group leaders conduct a pre-visit** in order to assess any potential risks for your group. **Free entry** is available for this purpose. On weekdays during term-time, you can bring two colleagues. At weekends and during school holidays you can bring your family on production of your booking form. Telephone 02392 812931 or email: [museum@maryrose.org](mailto:museum@maryrose.org) to arrange a pre-visit.

In the event of a major emergency, contact a member of staff who will activate emergency procedures and contact relevant emergency services.

1. Location of Possible Hazards	2. Possible Hazards Identified by Museum (to students, teachers and adult helpers)	3. Existing Control Measures (By Mary Rose Museum)	4. Further Action by School (add your own comments)
<b>Entry to Museum via Main Entrance</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips cobbled areas</li> <li>• Child becomes lost/separated from group</li> <li>• Rotating doors – contact, trapping fingers</li> <li>• Walk to museum in adverse weather</li> <li>• Installations e.g. anchors, statues, benches</li> </ul>	<ul style="list-style-type: none"> <li>• Public areas kept clear</li> <li>• Non-public areas clearly marked</li> <li>• First aiders on-site. First aid room available.</li> <li>• Museum safeguarding procedures for lost children</li> <li>• Museum trained staff always present</li> <li>• Emergency stops on rotating doors; conventional doors available</li> <li>• Advise schools to bring suitable clothing</li> <li>• Advise not to allow pupils to climb on installations</li> </ul>	<p>e.g.</p> <ul style="list-style-type: none"> <li>- students supervised by school staff at all times</li> <li>- head counts carried out by school at regular intervals</li> <li>- lost child procedure in place and known to students and school adults</li> <li>- walk at all times</li> </ul>
<b>Entry to Museum via Learning Centre</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on steps</li> <li>• Slips, trips cobbled areas</li> <li>• Child becomes lost/separated from group</li> <li>• Nearby water in dock</li> </ul>	<ul style="list-style-type: none"> <li>• Paths and entrance area clearly defined</li> <li>• Handrails on steps</li> <li>• Access ramps available</li> <li>• First aiders on-site. First aid room available.</li> <li>• Museum procedures for lost children</li> <li>• Handrails/fences next to water</li> <li>• Door operated by security fob/switch</li> </ul>	
<b>Galleries and exhibitions</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped areas</li> <li>• Child becomes lost/separated from group</li> <li>• Content of displays e.g. surgeon, skeletons, sinking film</li> <li>• Upper gallery – fall, dropping articles, air locks</li> <li>• Emergency procedures in place</li> </ul>	<ul style="list-style-type: none"> <li>• First aiders on-site. First aid room available.</li> <li>• MRT staff on duty in all public spaces</li> <li>• Museum procedures for lost children</li> <li>• Access lifts to all galleries</li> <li>• All galleries clearly signposted</li> <li>• Additional staff on the Upper Gallery</li> <li>• Advise no leaning over or holding articles over the balcony, keep together in air locks</li> </ul>	<p>You may wish to pre-warn sensitive children and ask for advice on areas to avoid</p>
<b>Lifts, Stairways and Doorways</b>	<ul style="list-style-type: none"> <li>• Child/children become lost/separated from group on different floor level</li> <li>• Child or adult uncomfortable/ not able to use lift</li> <li>• Slips, trips, falls</li> <li>• Slips, trips, falls on stepped areas</li> </ul>	<ul style="list-style-type: none"> <li>• MRT staff in all public spaces</li> <li>• Museum procedures for lost children</li> <li>• Floor levels clearly marked in lift</li> <li>• Map guide available online in advance</li> <li>• Help button available in lift</li> <li>• Stairs available for all levels</li> <li>• Handrail on stairs and in lift</li> </ul>	



		<ul style="list-style-type: none"> <li>• First aiders on-site. First aid room available.</li> <li>• Walking surface marked as slippery in poor conditions</li> <li>• Most public doors kept permanently open</li> <li>• Closed doors fitted with clear handles and all manually operated</li> <li>• Lifts available to bypass internal stairs</li> </ul>	
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Child becomes lost/separated from group</li> <li>• Child/adult unable to use museum toilets for any reason</li> </ul>	<ul style="list-style-type: none"> <li>• First aiders on-site. First aid room available.</li> <li>• Learning Centre includes 2 x accessible toilets</li> <li>• MRT staff on duty in nearby galleries</li> <li>• Museum safeguarding procedures for lost children</li> <li>• Cleaning in progress signs used by cleaning staff</li> <li>• Adult changing toilet with hoist and adjustable table available in the toilet block outside the museum</li> </ul>	
<b>Classroom-based Workshops</b>  Hands-on, practical or physical activities. Viewing of presentations projected on to a screen for the whole group.	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Student taken ill</li> <li>• Child becomes lost/separated from group</li> <li>• Adverse reaction to projected images on screen</li> </ul> Some or all of: <ul style="list-style-type: none"> <li>• scratches, punctures due to handling objects</li> <li>• choking on small objects</li> <li>• irritation or allergic reaction, e.g. wool</li> </ul>	<ul style="list-style-type: none"> <li>• Session leader able to contact first-aider</li> <li>• Students with accompanying adult able to exit taught session space at any point</li> <li>• Session staff available to direct school staff as appropriate outside or to toilets/first aid room.</li> <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</li> </ul>	
<b>Laboratory-based Workshops</b>  Hands-on, practical or physical activities. Viewing of presentations projected on to a screen for the whole group. Minor use of individual	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Student taken ill</li> <li>• Child becomes lost/separated from group</li> </ul> Some or all of: <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> <li>• eye strain or adverse reaction to significant use of computer display screens</li> </ul>	<ul style="list-style-type: none"> <li>• Session leader able to contact first-aider</li> <li>• Students with accompanying adult able to exit taught session space at any point</li> <li>• Session staff available to direct school staff as appropriate outside or to toilets/first aid room.</li> <li>• Handling objects checked by staff before session</li> <li>• Handling procedures explained and supervised</li> <li>• Use of non-allergenic materials where possible</li> <li>• Where necessary, provide protective clothing</li> <li>• Recommendation to wash hands after</li> </ul>	



digital displays.	<ul style="list-style-type: none"> <li>• electric shock</li> </ul>	<ul style="list-style-type: none"> <li>• Provide non-display breaks within structure of session</li> <li>• Visual check of ICT equipment during set up</li> <li>• Students reminded not to touch wires, sockets or connections</li> <li>• All electrical equipment PAT tested, leads fixed and marked if necessary</li> </ul>	
<b>Gun Drill Workshops</b>	<ul style="list-style-type: none"> <li>• Slips, trips, falls</li> <li>• Student taken ill</li> <li>• Child becomes lost/separated from group</li> <li>• Limb twists, strains, knocks</li> <li>• Trapping fingers</li> </ul>	<ul style="list-style-type: none"> <li>• Session leader able to contact first-aider</li> <li>• Students with accompanying adult able to exit taught session space at any point</li> <li>• Session staff available to direct school staff as appropriate outside or to toilets/first aid room.</li> <li>• Handling objects checked by staff before session</li> <li>• Explanation to and supervision of participants in safe use of equipment, appropriate conduct</li> </ul>	
<b>Post-16 Workshops/ Special Events</b>  Use of individual ICT equipment e.g. laptops, iPads	<ul style="list-style-type: none"> <li>• Eye strain or adverse reaction to significant use of computer display screens</li> <li>• Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>• Provide non-display breaks within structure of session</li> <li>• Visual check of ICT equipment during set up</li> <li>• Students reminded not to touch wires, sockets or connections</li> <li>• All electrical equipment PAT tested, leads fixed and marked if necessary</li> </ul>	