

## Hazard Identification Sheet

Please note: This is not a risk assessment. Group leaders should follow Department for Education and local authority guidelines to write their own.

Hazard identification	Risk	Existing control measures at the museum	Further action required by group leaders
Fire or other major incident.	Death or major injury.	<p>Museum staff are trained and practised in managing evacuations when fire or other incidents occur.</p> <p>Evacuation procedures are explained on the museum's website; <a href="#">a link to this page</a> is given in the correspondence sent to group leaders prior to their visit.</p>	<p>You should:</p> <ul style="list-style-type: none"> <li>• Read and understand the <a href="#">museum's evacuation information</a> prior to your visit.</li> <li>• Brief students and accompanying adults about what to do in the event of an evacuation.</li> </ul>
Young people becoming separated from group leaders.	Safeguarding concerns.	<p>We state that group leaders must stay with their group at all times to ensure their health and safety.</p> <p>Supervisory requirements are explained on the museum's website; <a href="#">a link to this page</a> is given in the correspondence sent to group leaders prior to their visit.</p> <p>On arrival at the museum group leaders are reminded by museum staff to accompany their group at all times to ensure their health and safety and behaviour.</p> <p>When making the booking, a mobile phone number is recorded for the group leader in case museum staff need to contact them.</p> <p>Museum staff are aware of safeguarding requirements when helping young people separated from their group.</p>	<p>You should:</p> <ul style="list-style-type: none"> <li>• Read and understand the <a href="#">museum's health and safety Information prior</a> to the visit.</li> <li>• Ensure young people are always accompanied while in the museum.</li> <li>• Brief your group about what to do if they become separated.</li> <li>• Ensure that everyone is present before leaving the museum.</li> </ul>

Hazard identification	Risk	Existing control measures at the museum	Further action required by group leaders
Improper conduct or allegations of such.	Physical and mental harm, prosecution; litigation.	<p>We state that group leaders must stay with their group at all times to ensure their health and safety.</p> <p>Supervisory requirements are explained on the museum’s website; <a href="#">a link to this page</a> is given in the correspondence sent to group leaders prior to their visit.</p> <p>On arrival at the museum group leaders are reminded by museum staff to accompany their group at all times, to ensure their health, safety and behaviour.</p> <p>Museum staff working directly with young people have DBS certificates.</p> <p>All museum staff will follow Science Museum Group guidelines on working with young people.</p>	<p>You should tell your group what to do if they experience improper conduct.</p> <p>You should immediately report any instance or concerns about improper conduct to a member of museum staff.</p>
Poor behaviour or conduct.	Injury to visitors. Damage to exhibits.	<p>Group leaders are required to stay with their group at all times to ensure their conduct.</p> <p>Supervisory requirements are explained on the museum’s website; <a href="#">a link to this page</a> is given in the correspondence sent to group leaders prior to their visit.</p> <p>On arrival at the museum group leaders are reminded by museum staff to accompany their group at all times to ensure their health, safety and behaviour.</p> <p>Museum staff will raise concerns about poor behaviour or misconduct with the group leader and ask them to address the situation. If misbehaviour persists museum staff may ask group leaders to remove the offending young people from the museum.</p>	<p>You should brief your group about appropriate behaviour in a large public venue and have plans in place in case anyone is asked to leave the building due to unacceptable conduct.</p>
Wet or slippery floors due to weather, spillage or cleaning.	Slip, fall, and/or injury.	<p>Museum staff finding a spillage will report it to cleaners to be mopped up.</p> <p>Wet floor signs will be put in place by museum staff when aware of wet flooring.</p>	<p>You should inform museum staff if there is leakage or spillage from drinks carried by your group.</p>

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Storage trolleys.	Minor injury from trapped fingers/hands or wheels run over feet.	We state that group leaders must stay with their group at all times to ensure their health and safety.  Storage trolleys are serviced annually.	You must ensure you use the handrail to move the trolleys in and out, giving yourself room to stand to the side.  You must ensure only adults move the trolleys.
Storage Tubs.	Minor injury from wheels run over feet.	We state that group leaders must stay with their group at all times to ensure their health and safety.  Museum staff will move storage tubs from arrival to Learning Loft and leave them in an accessible location not causing an obstruction.	If you need to move the storage tubs, you must give yourself room and push the tub away from you using good manual handling technique.  You must ensure only adults move the storage tubs.
Stairs.	Trip, fall and/or injury.	All stairs have handrails. Tread edges are clearly defined.	You should remind young people to pay attention and behave appropriately when using stairs.
Hands-on areas.	Minor injuries to limbs, spread of disease, allergic reaction.	Adult to child supervisory ratios are in place to ensure health and safety, and encourage appropriate behaviour. They are explained on the website.  Schools are allocated a timeslot to visit the space, which is shared with members of the public but no other schools.  Museum staff will brief groups on arrival at any shows or staff-led activities to explain how to behave in the area.	You should: <ul style="list-style-type: none"> <li>• Tell museum staff about any health considerations within your group at the time of booking and on arrival at the museum.</li> <li>• Explain potential hazards to your group.</li> <li>• Proactively supervise your group in hands-on areas and remind your other accompanying adults to do the same.</li> <li>• Encourage hand washing after interaction with hands-on exhibits.</li> </ul>
Uneven surfaces due to cobbles.	Trip, fall and/or injury.	A network of smooth paths connects all of our buildings.	You should pay attention as your group moves around site.  Ensure your group uses the smooth paths to move between the museum buildings.
Moving Machinery.	Injury to visitors. Potential damage to machinery.	There are barriers surrounding our Historic Working Machinery.  Machinery compounds will remain locked at all times.  All moving machinery has been risk assessed and only operated by trained, competent members of staff.	You should brief your group about the Historic Working Machinery and the reasons for the barriers.  You should proactively supervise your group in areas where there is moving machinery and remind your other accompanying adults to do the same.

Hazard identification	Risk	Existing control measures at the museum	Further action required by group leaders
Vehicles on site.	Injury to visitors.	<p>Museum staff will provide information on arrival of any extra work taking place on site outside of construction zones to be mindful of during the visit.</p> <p>Vehicles moving on site whilst the museum is open will be carried out in a controlled way with Museum staff in attendance and/or barriers in place.</p> <p>Signage is in place stating where there is no pedestrian access due to moving vehicles.</p>	<p>You should brief your group about any work happening on site.</p> <p>You should pay attention as your group moves around site.</p> <p>You should pay attention to signage stating no entry zones.</p>
Construction zones on site.	Injury to visitors.	<p>We state that group leaders must stay with their group at all times to ensure their health and safety.</p> <p>What's open and closed on site is explained on the museum's website; <a href="#">a link to this page</a> is given in the correspondence sent to group leaders prior to their visit.</p> <p>Construction work will take place within cordoned off areas, not accessible to visitors.</p> <p>Construction sites will display relevant health and safety signage, including no access.</p>	<p>You should brief your group about any work happening on site.</p> <p>You should pay attention as your group moves around site.</p> <p>You should pay attention to signage stating no entry zones.</p>

<p>COVID-19.</p>	<p>Illness ranging from mild to fatal.</p>	<p>Visitor numbers in the museum have been reduced to allow social distancing.</p> <p>Ticketed admission is in place to manage the number of people in the museum and for Test and Trace. There is contactless scanning of tickets on arrival.</p> <p>Museum staff are wearing face coverings. Visitors must adhere to Government guidelines for wearing face coverings.</p> <p>Enhanced cleaning regimes are in place. Exhibits involving the mouth or close contact with the face, or which involve prolonged interaction with hard-to-clean areas have been removed.</p> <p>There is a one-way route to follow whilst visiting the Museum buildings. Signage is in place throughout the museum to help guide visitors and maintain social distancing.</p> <p>Screens are installed at all ticket desks and information points. Hand sanitiser is located throughout the museum, including at key touch points and interactive galleries.</p> <p>In toilets alternate sinks and alternate urinals are closed and there is capacity signage.</p> <p>Museum staff are keeping up to date with Government guidelines and reviewing control measures as required.</p> <p>Visitors are encouraged only to use the lifts as required and with their own bubble.</p> <p>Schools are allocated a timeslot to use lunch space and specific storage trolleys if pre-booked.</p>	<p>You must pre-book your visit and bring your confirmation email with the QR code ready to scan for admission into the museum.</p> <p>You should remind students:</p> <ul style="list-style-type: none"> <li>• That they are visiting a public building that's different from school, and they must respect social distancing with other people outside of their bubble.</li> <li>• To follow Government guidelines on regular hand washing.</li> <li>• To bring their own hand sanitiser.</li> </ul> <p>You should brief students to follow museum signage about safety measures throughout the museum, including use of the toilets.</p> <p>Plan to eat lunch back at school or in an outside space if possible. An indoor picnic space is open but must be pre-booked ahead of your visit.</p> <p>You must not proceed with the trip to the museum if any member of the group bubble has tested positive from COVID-19 or there is a suspected case pending testing. You must inform <a href="mailto:learning@scienceandindustrymuseum.org.uk">learning@scienceandindustrymuseum.org.uk</a> to cancel or rearrange the trip as soon as possible.</p>
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