

Hazard Identification Sheet for School Groups

In line with advice from the Department of Education, it is the responsibility of the group leader to carry out a risk assessment for their group visit. This Hazard Identification Sheet describes the potential hazards of the venue only and, along with your preliminary visit, will help you write your risk assessment for visiting Manchester Museum.ⁱ

You may wish to add details of your journey to the museum, as well as any special consideration you will be taking in light of the particular needs of your group. If you have any further questions or require further assistance, please contact us at: school.bookings@manchester.ac.uk.

Task / premises:

General educational group visit to Manchester Museum, including museum galleries and public spaces.

Activities may include:

- Use of lunch facilities
- Use of quiet room / prayer room
- Use of public toilets

Please note that:

It is the responsibility of the school teacher / group leader to carry out a risk assessment for their visit.

School teacher(s) / group leader(s) are in overall charge and must stay with the group at all times: Members of museum staff are facilitators only.

Guidance on recommended ratios for all trips can be found online: <http://www.museum.manchester.ac.uk/learn>

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Further Action by school
Attending the museum	Fire risk External threat or major event (e.g. on Oxford Road)	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> • Trained gallery attendant staff (Visitor Team members) will provide appropriate instructions in case of emergency and will manage any evacuation • Annual fire evacuation practice carried out • Access to fire exits kept clear • Regular removal of combustible waste • Electrical equipment is kept away from combustibles and switched off when not in use • Invacuation procedures are also in place to move visitors to safe areas in the building in the event of a major external incident 	

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Further Action by school
Groups in public spaces	Lost child	Pupils	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum Visitor-facing staff (Visitor team & volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication 	
Use of and movement around public spaces including entrance	Wet / slippery floor due to weather / cleaning Use of stairs Free-standing artefacts Display panels Furniture	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> Health & safety directions given as appropriate Reasonable standards of cleanliness are maintained Any identified damage or hazards are reported to museum staff / maintenance staff accordingly Floors are kept clear of items and any educational resources are stored away from walkways Handrails available on stairs Lifts available if needed Appropriate supervision levels from accompanying adults Any accidents / incidents reported to member of staff / first aider and recorded appropriately Free-standing objects are clearly marked and cordoned off 	
Using the lift	Automatic doors Lift breakdown	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> Children under 16 are not permitted to use the lift during school visits unless accompanied by an adult Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum Lifts have sensors on doors Lifts maintained regularly Lifts fitted with call buttons in case of breakdown 	
Use of and movement around galleries	Corners of display cases Glass cases Gallery furniture	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> Care and supervision of children is the responsibility of teacher(s) / group leader(s) Adult to child ratio guidance provided by museum Galleries inspected daily by staff to comply with cleanliness and maintenance standards Any potential hazards are clearly marked Accidents and incidents are reported, recorded and monitored Visitor-facing staff (Visitor Team) present on galleries First aider available 	

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Further Action by school
Use of picnic area	Corners and edges, middle island, and furniture Wet or slippery floors due to spills Microwave	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> • Care and supervision of children is the responsibility of teacher(s) / group leader(s) • Adult to child ratio guidance provided by museum • Groups and visitors are asked to report spillages to reception to ensure prompt cleaning can be arranged • Wet floor signs are provided • Regular checks are undertaken by visitor team and the area is monitored by cleaning staff during busy times • Microwave is Pat-tested and used only with adult supervision • First aider available 	
Use of toilets	Wet or slippery floors Improper conduct	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> • Care and supervision of children is the responsibility of teacher(s) / group leader(s) • Adult to child ratio guidance provided by museum • Reasonable standards of cleanliness maintained • Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged 	
Use of quiet room and prayer room	Furniture and resources Improper conduct	Pupils, teachers, accompanying adults	<ul style="list-style-type: none"> • Care and supervision of children is the responsibility of teacher(s) / group leader(s) • Adult to child ratio guidance provided by museum • Reasonable standards of cleanliness maintained • Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged • Children under 16 are not permitted to use the quiet room or prayer room unless accompanied by an adult 	