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.

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Person(s) in danger</th>
<th>Existing measures to control risk</th>
<th>Further Action by school</th>
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</table>
| Attending the museum | Fire risk External threat or major event (e.g. on Oxford Road) | Pupils, teachers, accompanying adults | • 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 |                                                                                         |
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| Groups in public spaces                     | Lost child                                                             | Pupils                                      | • 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    | Wet / slippery floor due to weather / cleaning  
Use of stairs  
Free-standing artefacts  
Display panels  
Furniture                                                   | Pupils, teachers, accompanying adults | • 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      | • 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      | • 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 |                                                                                             |
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| Use of picnic area             | Corners and edges, middle island, and furniture Wet or slippery floors due to spills Microwave | Pupils, teachers, accompanying adults                                               | - 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                                               | - 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                                               | - 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 |                                                                       |

1 Hazard Identification Sheet produced by Jennie Aspinall and approved by Hannah-Lee Chalk (03/02/2023)