

# 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. It can be read in conjunction with the general risk assessment for school groups (and the workshop or risk assessment where applicable) carried out by 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](mailto:school.bookings@manchester.ac.uk).

**Task / premises:**

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

**Activities may include:**

- Travel to the museum
- Use of public galleries, shop and other spaces
- Use of public picnic facilities
- Use of public toilets
- Use of quiet room / prayer room
- Handling artefacts
- Use of Basement Education Suite (non-public areas)

**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>

Advice for school teacher / group leader that must be noted in advance is highlighted in yellow.

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Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Further Action by School
Travel to the museum	As identified by school	As identified by school	<ul style="list-style-type: none"> <li>As identified by school</li> </ul>	
Individual pupil needs especially sensory processing issues that may be exacerbated by the busy public space; phobias or fears; lack of experience using public spaces such as museums	As identified by school	As identified by school	<ul style="list-style-type: none"> <li>As identified by school</li> </ul>	
Attending the museum	Fire risk External threat or major event (e.g. on Oxford Road)	Pupils, teachers, accompanying adults: Injuries caused by fire and smoke inhalation or evacuation procedure	<ul style="list-style-type: none"> <li>Trained gallery attendant staff (Visitor Team members) will provide appropriate instructions in case of emergency and will manage any evacuation</li> <li>Annual fire evacuation practice carried out</li> <li>Access to fire exits kept clear</li> <li>Regular removal of combustible waste</li> <li>Electrical equipment is kept away from combustibles and switched off when not in use</li> <li>Invacuation procedures are also in place to move visitors to safe areas in the building in the event of a major external incident</li> </ul>	
Groups in public spaces	Lost child	Pupils: Safety and safeguarding	<ul style="list-style-type: none"> <li>Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a></li> </ul>	

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			<p>and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</p> <ul style="list-style-type: none"> <li>• Visitor-facing staff (Visitor team &amp; volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication</li> </ul>	
<p>Use of and movement around public spaces including entrance</p>	<p>Wet / slippery floor due to weather / cleaning Use of stairs Free-standing artefacts Display panels Furniture</p>	<p>Pupils, teachers, accompanying adults: Slips, trips, falls Scrapes and bumps on edges</p>	<ul style="list-style-type: none"> <li>• Health &amp; safety directions given (e.g. signage) as appropriate</li> <li>• Reasonable standards of cleanliness are maintained</li> <li>• Any identified damage or hazards are reported to museum staff / maintenance staff accordingly</li> <li>• Floors are kept clear of items and any educational resources are stored away from walkways</li> <li>• Handrails available on stairs</li> <li>• Lifts available if needed</li> <li>• Appropriate supervision levels from accompanying adults</li> <li>• Any accidents / incidents reported to member of staff / first aider and recorded appropriately</li> <li>• Free-standing objects are clearly marked and cordoned off</li> </ul>	
<p>Using the lift</p>	<p>Automatic doors Lift breakdown</p>	<p>Pupils, teachers, accompanying adults: Trapped fingers Getting stuck in lift</p>	<ul style="list-style-type: none"> <li>• Children under 16 are not permitted to use the lift during school visits unless accompanied by an adult</li> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum</li> <li>• Lifts have sensors on doors</li> <li>• Lifts maintained regularly</li> <li>• Lifts fitted with call buttons in case of breakdown</li> </ul>	

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Use of and movement around galleries	Corners of display cases Glass cases Gallery furniture	Pupils, teachers, accompanying adults: Banging into corners of display cases / gallery furniture Banging head on glass or under viewing cases Trips and falls	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum</li> <li>• Galleries inspected daily by staff to comply with cleanliness and maintenance standards</li> <li>• Any potential hazards are clearly marked</li> <li>• Accidents and incidents are reported, recorded and monitored</li> <li>• Visitor-facing staff (Visitor Team) present on galleries</li> <li>• First aider available</li> </ul>	
Use of main public picnic area	Corners and edges, middle island, and furniture Wet or slippery floors due to spills Microwave	Pupils, teachers, accompanying adults: Bangs and scrapes on edges of furniture Slips, trips and falls Burns	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum</li> <li>• Groups and visitors are asked to report spillages to reception to ensure prompt cleaning can be arranged</li> <li>• Wet floor signs are provided</li> <li>• Regular checks are undertaken by visitor team and the area is monitored by cleaning staff during busy times</li> <li>• Microwave is Pat-tested and used only with adult supervision</li> <li>• First aider available</li> </ul>	

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Use of public toilets	Wet or slippery floors Improper conduct	Pupils, teachers, accompanying adults: Slips and falls Safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> </ul>	
Use of quiet room and prayer room	Furniture and resources Improper conduct	Pupils, teachers, accompanying adults: Slips, trips and falls Safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> <li>• Children under 16 are not permitted to use the quiet room or prayer room unless accompanied by an adult</li> </ul>	
<b>RELEVANT TO BOOKED WORKSHOPS ONLY:</b>				
Using public spaces during taught workshop public spaces	Lost child	Pupils: Safety and safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• <b>Accompanying adults must remain with the class at all times, including when activities are being led by museum staff.</b></li> <li>• Visitor-facing staff (Visitor team &amp; volunteers) are trained to implement lost child procedures including the use of closed-channel radio communication</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Learning team members are DBS checked where their role involves regulated activity</li> <li>• Learning team are trained in Child Protection and Safeguarding including appropriate conduct with children and vulnerable adults</li> </ul>	
Use of Basement Education Suite picnic area	Corners and edges, middle island, and furniture Wet or slippery floors due to spills First aid incident Fire risk External threat or major event (e.g. on Oxford Road)	Pupils, teachers, accompanying adults: Bangs and scrapes on edges of furniture Slips, trips and falls Burns Injuries caused by fire and smoke inhalation or evacuation procedure	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Groups and visitors are asked to report spillages to reception to ensure prompt cleaning can be arranged</li> <li>• Wet floor signs are provided</li> <li>• The area is monitored by cleaning staff during busy times</li> <li>• First aider available in museum by contacting the front desk or any member of visitor team</li> <li>• See General Risk Assessment for School Groups for general evacuation and invacuation procedures, and also: During use of non-public areas by school group, arrangements will be made to ensure safe evacuation or invacuation in the event of a fire or other incident. For example, a member of the Learning Team remaining with the group, or route added to visitor team procedures for the day.</li> </ul>	

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Use of Basement Education Suite toilets	Wet or slippery floors Improper conduct	Pupils, teachers, accompanying adults: Slips and falls Safeguarding	<ul style="list-style-type: none"> <li>• The area containing the basement school toilets is clearly signposted as for booked school groups only, however the area is not locked for all of the day so teachers and other group leaders should be aware that these toilets should be treated like public toilets.</li> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> </ul>	
Use of teaching space (not public)	Furniture and resources Improper conduct	Pupils, teachers, accompanying adults: Slips, trips and falls Safeguarding	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• Reasonable standards of cleanliness maintained</li> <li>• Teaching spaces are out of bounds and locked unless a member of museum staff is present</li> <li>• Users asked to report damage / hazard to reception to ensure prompt cleaning / maintenance can be arranged</li> <li>• Any museum staff undertaking regulated activity as part of their role will be DBS checked, to be updated every 3 years</li> </ul>	

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Handling materials and equipment	Sharp edges, very large/heavy or very small objects, harmful materials in items from museum collections, inappropriate learning materials	Museum staff, school staff, school pupils: Cuts and/or accidents; chemical injury	<ul style="list-style-type: none"> <li>• Care and supervision of children is the responsibility of teacher(s) / group leader(s)</li> <li>• Adult to child ratio guidance provided by museum at <a href="https://www.museum.manchester.ac.uk/learn/primary-schools/">https://www.museum.manchester.ac.uk/learn/primary-schools/</a> and <a href="https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/">https://www.museum.manchester.ac.uk/learn/secondary-and-post-16/</a>.</li> <li>• It is essential that at least four adults from the school remain with the group at all times during workshops. The museum may stop the workshop if this supervision is not maintained, which will effect the quality and duration of the children's experience.</li> <li>• Clear instructions on handling of all materials, and supervision of activity, by MM staff.</li> <li>• Use of sharp and very small or very heavy objects minimised.</li> <li>• Non-toxic objects/materials/resources used.</li> <li>• Objects and resources are inspected, cleaned and maintained by MM staff as appropriate.</li> <li>• Museum staff may take additional measures if necessary because pupils' behaviour means that is not safe for them, or for the objects used, e.g. switching to a 'close looking but not touching' session with sensitive artefacts or taxidermy</li> <li>• Museum staff will remind groups to wash their hands after touching objects.</li> </ul>	