

Stephenson Steam Railway Hazard Identification

Updated September 2021

Please note:

- This is **not** a risk assessment. As stated in the Department of Education's 'Safe Keeping' publication, “the group leader should carry out a risk assessment”.
- In the case of an emergency, please contact a member of staff.
- Tyne & Wear Archives & Museums highly recommends that group leaders conduct preliminary visits.
- Group leaders should take the behaviour and ability of their group into consideration when compiling a risk assessment.
- It is the responsibility of the group leader to monitor the behaviour and safety of their group.
- This Hazard Identification highlights the everyday risks that groups may incur. Please telephone Stephenson Steam Railway on (0191) 277 7135 to enquire about possible building work taking place or hazards in temporary exhibitions.

Hazard identification	Risk and to whom	Existing control measures set up by Tyne & Wear Archives & Museums	Further action to be taken by the school / group leader (add own comments)
<p>Outside of Museum:</p> <p>Vehicles moving past the main entrance (shared access to others groups occasionally)</p>	<p>All staff and visitors</p> <p>Being hit by moving vehicle</p>	<p>Vehicle entry gates closed and traffic barriers in place.</p> <p>Museum staff escort the children into and out of the building.</p>	<p>Adult supervision at all times.</p> <p>Planned pick up/ put down point.</p> <p>Children to be supervised at all times by school staff and to escort the children into and out of the building.</p>
<p>Uneven paths around site</p>	<p>Trips, falls and injuries on uneven paths around site.</p>	<p>Children and teachers advised to take care on uneven ground and never to run on the site.</p>	<p>Sensible appropriate footwear to be worn.</p>
<p>Getting lost</p>	<p>Children getting lost/wandering off.</p>	<p>Site gates kept shut during school visit.</p>	<p>Schools responsible for supervision and head counts.</p>
<p>Moving trains</p>	<p>Accidents involving engines, on the lines outside.</p>	<p>Children advised to keep away from engines, trains and platforms unless supervised.</p>	<p>Ensure children don't climb on anything unless instructed to do so by museum staff.</p>
<p></p>	<p>Danger from railway platform, accidents with moving trains.</p>	<p></p>	<p></p>

	Tripping on litter and plants in Museum grounds.	Litter and hazardous plants removed as far as possible. Dangerous areas fenced off. Children and teachers advised to wear suitable clothing and footwear. Trained first aid staff on site. First Aid kit in Museum.	Suitable footwear and outdoor clothing to be worn by visitors
Reception/Lunch area:	All staff and visitors	School visits arranged on days when museum is closed to general public and café is closed.	Adult supervision
Slips and falls from spillages	Slips and falls from spillages.	Spills cleared up as soon as possible, and /or hazard notices put in place. Trained first aid staff on site. First Aid kit in Museum.	
Automatic doors	Children walking out of automatic doors.	Children advised to keep away from doors. Doors can be set to closed mode if requested.	Adult supervision, request doors closed if required.
Education Room and workshops:	All staff and visitors Use of craft tools and materials e.g. (scissors and glue)	All sharp and dangerous objects stored away from children and materials used	Adult supervision

	<p>Fingers trapped in windows or doors.</p> <p>Injury from handling of historical artefacts, heavy objects sharp edges.</p>	<p>under supervision. Children advised how to use tools and materials safely. Child safety locks fitted to Education Room cupboards and locks on windows.</p> <p>Children advised on how to be careful when handling objects.</p> <p>Trained first aid staff on site. First Aid kit in Education Room.</p>	
<p>Museum Interior:</p> <p>Large engines Uneven surfaces</p>	<p>All staff and visitors</p> <p>Falls and trips on uneven surface or steps, including bumping into large engines.</p> <p>Accidents from climbing on engines.</p> <p>Damage to clothes/skin from oil on train surfaces. Cold</p>	<p>Uneven surfaces. Children and visitors advised to take care, to not run and to be aware of large engines and oil patches prior to entering the museum on led visits. Any physical access requirements are clarified when making a booking.</p> <p>Teachers and children advised not to climb on engines.</p> <p>Visitors advised to wear suitable clothing and footwear</p>	<p>Adult supervision</p> <p>Classes divided into small groups when moving around the museum.</p>

	<p>environment.</p> <p>Access to Luggage Van via stairs.</p> <p>Danger of workshop environment</p> <ul style="list-style-type: none"> • Children falling into 'pit' • Children injuring themselves on tools • Chemical hazards • Danger from moving vehicles 	<p>for museum conditions.</p> <p>Visitors advised not to run and to take care on stairs.</p> <p>Access to this area is only in pre-booked, led tours. Only small groups are in workshops at any one time.</p> <ul style="list-style-type: none"> • Workshop tours are carefully controlled and led by museum staff. • No tools or chemicals in use and kept securely out of reach when children in the workshop. • No engines to be moving when children in the workshop. <p>First Aider/First Aid Kit available at all times.</p>	
<p>On carriages and train platform:</p>	<p>All staff and visitors</p> <p>Danger of trapping hands in doors.</p>	<p>Museum staff ensure train doors are closed and children advised not to tamper with them.</p>	<p>Children and teachers ensure awareness of potential hazards prior to visit.</p>

<p>Fire safety</p>	<p>Children falling out of window on train.</p> <p>Oily, sooty trains.</p> <p>Falls on or from platforms and trains.</p> <p>Panic and confusion on hearing an alarm</p>	<p>Children advised not to hang out of windows – Museum staff will shut all windows if necessary.</p> <p>Children advised not to touch exterior of trains.</p> <p>Children advised to stand well back from the platform edge.</p> <p>Specified meeting point arranged with school.</p> <p>First Aider and First Aid Kit available at all times.</p>	<p>Adult supervision</p> <p>Adult supervision</p>
<p>Covid safety</p>	<p>All staff and visitors</p> <p>Entering museum: potential contact with staff or visitors risk of spread of Covid-19 to staff and school group</p>	<p>Facilitators will take regular Covid tests. They will not deliver sessions if they display symptoms of Covid-19 or have a positive test result.</p> <p>Facilitators and museum staff will maintain a 2m distance.</p>	<p>Children or adults displaying symptoms of Covid-19 should not enter the museum.</p> <p>School groups should social distance themselves from general visitors whilst visiting the museum.</p>

	<p>Use of toilets: risk of touching contaminated surfaces, risk of spread of Covid-19 among staff and school group</p> <p>Use of café area for lunch- risk of touching contaminated surfaces, risk of spread of Covid-19</p> <p>Use of activity room- risk of touching contaminated surfaces, risk of spread of Covid-19</p> <p>Handling objects, craft materials within facilitated sessions- touching</p>	<p>Only 1 school will be on site per day.</p> <p>The toilets will be cleaned thoroughly before and after each school group visits. Soap and hand sanitiser will be provided.</p> <p>Chairs, tables, floors and doors will be cleaned in this area. It will only be in use by the school group.</p> <p>Children will be advised to wash hands thoroughly before eating. Hand sanitiser will be provided.</p> <p>Chairs, tables, floors and doors will be cleaned in this area. It will only be in use by the school group.</p> <p>Doors and windows will be kept open to improve ventilation.</p> <p>Objects and materials will be cleaned where possible or quarantined for 72 hours</p>	<p>Adults should advise children to use soap and wash their hands thoroughly for at least 20 seconds after using the toilets.</p> <p>Adults should advise children to use soap and wash their hands thoroughly for at least 20 seconds before eating.</p> <p>Adults should encourage children to use hand sanitiser.</p>
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	contaminated surfaces, risk of spread of Covid-19	between school groups. Children will be encouraged to use hand sanitiser before touching objects or using craft materials.	
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