

# Stephenson Steam Railway Hazard Identification

## Updated June 2023

Please note:

- This is **not** a risk assessment, 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, 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><b>Museum Grounds</b></p> <p>Vehicles moving past the main entrance (shared access to others groups occasionally)</p> <p>Uneven paths</p> <p>Litter, hazardous plants materials on pathway</p>	<p><b>All staff and visitors</b></p> <p>Being hit by moving vehicle</p> <p>Trips, falls and injuries on uneven paths around site.</p> <p>Tripping on litter and plants in Museum grounds. Contact with animal poo. Standing on glass, nails in outdoor areas</p>	<p>Vehicle entry gates closed and traffic barriers in place.</p> <p>Children and teachers advised to take care on uneven ground and told never to run on the site.</p> <p>Litter and hazardous plants removed as far as possible. Site checked on the day of visit for hazardous objects on paths. Dogs prohibited from Woodland area. Children advised to tell adult if they see hazardous material and not to pick it up. Dangerous areas fenced off.</p> <p>Children and teachers advised to wear suitable clothing and footwear.</p>	<p>Adult supervision at all times.</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>Sensible appropriate footwear to be worn. Children to be supervised at all times</p> <p>Children to be supervised at all times</p>

<p>Step access to Cinder Path</p>	<p>Tripping,slipping on stairs to cinder path</p>	<p>Children instructed to take care on steps and told not to run. Steps monitored, cleared of snow or ice and gritted. Steps closed off to public in extreme weather conditions.</p>	<p>Children to be supervised at all times</p> <p>Children to be supervised at all times</p>
<p>Moving around museum grounds</p>	<p>Cuts or stings from thorns, sharp plants,stinging insects.</p> <p>Exposed to weather conditions</p>	<p>Sharp, stinging plants and stinging insects pointed out to children to help identify and told not to touch these. Children told to ask first before picking something up if they don't know what it is.</p> <p>Children advised to dress appropriately for weather conditions- warm coat, hat, gloves, sturdy footwear, sun hat suncream.</p>	<p>Children to be supervised at all times</p> <p>Children advised to dress appropriately for weather conditions- warm coat, hat, gloves, sturdy footwear, sun hat suncream, extra water in hot weather</p>
<p>Museum artefacts on display</p>	<p>Cuts, injuries from climbing on artefacts</p>	<p>Children told not to climb on artefacts, advised to take care near artefacts Trained first aid staff on site. First Aid kit in Museum.</p>	<p>Children to be supervised at all times and told not to climb on artefacts</p>

	<p>Injury from overhanging branches</p> <p>Children getting lost/wandering off.</p> <p>Accidents involving engines, on the lines outside. Danger from railway platform, accidents with moving trains.</p>	<p>Staff and volunteers maintain foliage and cut back. Previsit route check carried out. Trained first aid staff on site. First Aid kit in Museum.</p> <p>Site gates kept shut during school visit.</p> <p>Children kept away from platform, moving engines and trains unless supervised. Children and adults told to keep away from the platform edge.</p>	<p>Children to be supervised at all times. Teachers responsible for head counts</p> <p>Children kept away from platform, moving engines and trains unless supervised.</p>
--	---	---	---

			Ensure children stand back from platform edge.
<b>Reception/Lunch area-</b>  Slips and falls from spillages.          Automatic doors	<b>All staff and visitors</b>  Slips and falls from spillages.          Children walking out of automatic doors.	Spills cleared up as soon as possible, and /or hazard notices put in place. Children told to avoid walking in area of spillage          Trained first aid staff on site. First Aid kit in Museum. Children advised to keep away from doors.	Children to be supervised at all times          Ensure children avoid spillage areas Notify staff of any spillages during lunch          Children to be supervised at all times
<b>Education Room</b> Use of craft tools and materials	<b>All staff and visitors.</b> Cuts from craft tools		Children to be supervised at all times

<p>Opening doors/windows</p> <p>Handling artefacts</p>	<p>e.g. scissors</p> <p>Fingers trapped in windows or doors.</p> <p>Injury from handling of historical artefacts, heavy objects sharp edges.</p>	<p>All sharp and dangerous objects stored away from children and materials used under supervision.</p> <p>Children instructed how to use tools and materials safely.</p> <p>Locks on windows, children advised to take care opening doors.</p> <p>Children instructed how to handle objects in a safe way.</p> <p>Trained first aid staff on site.</p> <p>First Aid kit in Education Room.</p>	<p>Children to be supervised at all times</p> <p>Ensure children handle objects carefully.</p>
<p>Museum Interior-</p> <p>Large engines</p> <p>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>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.</p> <p>Any physical access requirements are clarified when making a booking.</p> <p>Adults and children told not to climb on engines.</p>	<p>Children to be supervised at all times</p> <p>Classes divided into small groups when moving around the museum.</p> <p>Notify museum staff of access requirements when making a booking.</p>

	<p>Accidents from climbing on engines.</p> <p>Damage to clothes/skin from oil on train surfaces. Cold environment.</p>	<p>Visitors advised to wear suitable clothing and footwear for museum conditions.</p>	<p>Children supervised at all times. Ensure children do not climb on engines.</p> <p>Appropriate clothing and footwear to be worn.</p>
Fire safety	<p>Panic and confusion on hearing an alarm</p>	<p>Specified meeting point in museum car park arranged with school.</p> <p>First Aider and First Aid Kit available at all times.</p>	<p>Adult supervision</p>