## Stephenson Steam Railway Hazard Identification Updated June 2024

## 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, 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)
Inside the Museum	All staff and visitors		
Large engines			
Uneven surfaces	Falls and trips on uneven surface or steps, including	Uneven surfaces. Children and visitors advised to take care, to not run and to be aware of large engines and oil	Children to be supervised at all times
	bumping into large engines.	patches prior to entering the museum on led visits.	Classes divided into small groups when moving around the museum.
		Any physical access requirements are	
		clarified when making a booking.	Notify museum staff of access requirements when making a booking.
	Accidents from climbing on engines.	Adults and children told not to climb on engines.	Children supervised at all times. Ensure children do not climb on engines.
	Damage to clothes/skin from oil on train surfaces. Cold environment.	Visitors advised to wear suitable clothing and footwear for museum conditions.	Appropriate clothing and footwear to be worn.

Café space			
Automatic doors	Children walking out of automatic doors/ be trapping in doors	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.
Education Room Use of craft tools and materials	All staff and visitors. Cuts from craft tools e.g. scissors	All sharp and dangerous objects stored away from children and materials used under supervision. Children instructed how to use tools and materials safely.	Children to be supervised at all times
Opening doors/windows	Fingers trapped in windows or doors.	Locks on windows, children advised to take care opening doors.	Children to be supervised at all times.