

Stephenson Steam Railway Hazard Identification for Local History workshop

Updated July 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)
<p>Inside the Museum</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 environment.</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>Visitors advised to wear suitable clothing and footwear for museum conditions.</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>Children supervised at all times. Ensure children do not climb on engines.</p> <p>Appropriate clothing and footwear to be worn.</p>
<p>Education Room</p> <p>Use of craft tools and materials</p>	<p>All staff and visitors.</p> <p>Cuts from craft tools e.g. scissors</p>	<p>All sharp and dangerous objects stored away from children and materials used under supervision.</p>	<p>Children to be supervised at all times.</p>

Opening doors/windows	Fingers trapped in windows or doors.	<p>Children instructed how to use tools and materials safely.</p> <p>Locks on windows, children advised to take care opening doors.</p>	Children to be supervised at all times.
Handling artefacts	Injury from handling of historical artefacts, heavy objects sharp edges.	<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>	Ensure children handle objects carefully.