

Stephenson Steam Railway – Active Play Workshop Hazard Identification

10/09/2024

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>Museum Grounds</p> <p>Vehicles moving past the main entrance (shared access to others groups occasionally)</p> <p>Uneven paths</p> <p>Sleeper edges</p> <p>Litter, hazardous plants materials on pathway</p>	<p>All staff and visitors</p> <p>Being hit by moving vehicle.</p> <p>Trips, falls and injuries on uneven paths around site.</p> <p>Trips, falls and injuries from children trying to balance/walk on sleeper edges.</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. Signage in place and children advised to keep to the path.</p> <p>Children advised to take care and not run.</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.</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>Teacher discretion as to whether they can balance/wall on sleeper edges. Adult supervision at all times.</p> <p>Children to be supervised at all times.</p>

		Dangerous areas fenced off. Children and teachers advised to wear suitable clothing and footwear.	
Step access to Cinder Path	Tripping, slipping on stairs to cinder path	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. Steps to be kept clear of brambles and weeds.	Children to be supervised at all times
Meadow area- Butterfly mounds, stumpery	Cuts or injuries from climbing on these areas	Children told not to climb on mounds or stumpery and advised to take care near these areas. Children should keep to path.	Children to be supervised at all times.
Fungi	Poisoning from ingestion	Children told not to touch or to try and eat any of the fungi or any of the other plants on the woodland walk.	Children to be supervised at all times.
Tree samplings in canes	Injuries to eyes	Children advised to keep away from tree samplings to allow them to grow and not to run near them (otherwise they may poke their eyes on canes).	Children to be supervised at all times.
Part of meadow path and areas still under construction-uneven paths especially near Education lodge	Trips and falls and injuries on uneven paths.	Children advised to keep to path and to take care on areas of path which are still not completed. Areas under construction	Children to be supervised at all times.

<p>Volunteers working on site</p>	<p>Injuries and accidents from picking up and trying to use tools</p>	<p>will be fenced off so that children cannot access them.</p> <p>Volunteers told not to leave tools around on areas where groups will be working.</p>	<p>Children to be supervised at all times.</p>
<p>Moving around woodland walk area</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, sun cream.</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, sun cream, extra water in hot weather.</p>
<p>Museum artefacts on display- some of these have sharp or rusty edges.</p>	<p>Cuts, injuries from climbing on artefacts</p>	<p>Children told not to climb on or touch artefacts, advised to take care near artefacts and to keep to paths. 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>

Overhanging branches and tripping over brambles	Injury from overhanging branches	Staff and volunteers maintain foliage and cut back. Pre-visit route check carried out. Trained first aid staff on site. First Aid kit in Museum.	Children to be supervised all the time.
Woodland walk activities- Mini beast collecting, collecting natural materials, making pictures and sculptures and scavenger hunts with materials	Children getting lost/wandering off.	Site gates kept shut during school visit. Children told to stay with their group and supervising adult and not to wander off.	Children to be supervised at all times. Teachers responsible for head counts.
Woodland walk activities- Mini beast collecting, collecting natural materials, making pictures and sculptures and scavenger hunts with materials	Risk of stings, bites, cuts from insects or sharp, thorny plants. Contact with animal faeces	Sharp, stinging plants, other hazardous 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. Children told to avoid animal faeces. Dogs prohibited from Woodland area. Children instructed to wash hands thoroughly with soap after activities.	Children to be supervised at all times.
Weather conditions	Exposure to the elements. Heat exposure, wind, getting 'wet', sunstroke, sunburn, colds and chills.	Appropriate wet weather clothing and footwear to be provided by the museum.	Children to be appropriately dressed for the weather. This includes suitable footwear (wellies/boots) and a waterproof coat and is the responsibility of accompanying adults. In hot sunny weather we advise sun hats and sun cream to be worn at all times.

Den/shelter building –	Minor injuries, slips, strains from over-reaching.	Learning staff to ensure building of dens takes place in a safe, open area.	Children to be supervised at all times. Children reminded how to safely build a den.
Waterplay activities	Slips, trips and minor injuries. Risk of falling in and drowning.	Fresh water will be used in the water bowls and changed regularly. Water will only be filled to a certain level to avoid children falling into the water and potentially drowning. Children instructed to take care around water based activities and to walk and not run. Learning staff to ensure that the objects used in waterplay are checked and if any of them are broken or damaged that they are removed from use.	Children to be supervised at all times. Children to wear outdoor waterproofs when taking part in this activity.
Hoops, balls, beanbags, space hoppers and boards.	Slips, Trips and minor injuries	Learning staff to ensure these activities takes place in a safe, open area. Children to be advised on how to safely play on space hoppers and boards and how to take care when kicking or using balls.	Children to be supervised at all times.
Crushing of herbs	Ingestion	Children instructed not to eat any of the herbs that they will be crushing.	Children to be supervised at all times.
Equipment- being broken or damaged	Minor injuries	Learning staff to regularly check equipment and dispose of any equipment which is broken or damaged.	Children to be supervised by teachers and accompanying

			adults and to report any broken or damaged equipment.
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