

**Hazard identification sheet for school groups (including relevant hazards from the General Heritage Risk Assessment)**

- **Planning your visit:** This identification sheet is designed to help you to complete a risk assessment for your visit to Brent Museum and Archives. It does not replace your own risk assessment. Columns 1 to 3 identify the hazards and controls put in place by the Museum. You may wish to use column 4 to help you highlight areas where your school should implement its own measures outside the control of the Museum. Please remember that the competence, behaviour and any special needs of your students should be taken into consideration when planning supervision and activities within the Museum.
- **Evacuation Procedures:** The Museum has full evacuation procedures in case of emergency or fire. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.
- **Safeguarding:** Brent Council has signed up to and follows the London Child Protection Procedures <http://www.brentlscb.org.uk/main/article.php?tag=protection&name=role&sector=Home> - Core procedures: [http://www.londoncp.co.uk/chapters/A\\_contents.html](http://www.londoncp.co.uk/chapters/A_contents.html)

Hazard	Who could be harmed and how?	Control measures already in place	Further Action by School (add your comments)
Child becomes lost/separated from school group (during toilet visit, going to one of the museum spaces or returning to entrance from Museum and/or	Visitors	<ul style="list-style-type: none"> <li>• Appropriate ratios of adults to children requested by Museum staff for visit including 1:1 assisting adult as appropriate.</li> <li>• Teachers requested by museum staff to brief children and adult helpers as to the location of the Museum and the Education Room (i.e. 2<sup>nd</sup> floor).</li> </ul>	e.g. <ul style="list-style-type: none"> <li>- students supervised by school staff at all times</li> <li>- head counts carried out by school at regular intervals</li> <li>- lost child procedure in place and known to</li> </ul>

library).			students and school adults
Slips trips and falls	Staff Volunteers Members of the public –  Trip or slip on furniture	<ul style="list-style-type: none"> <li>• Parents/Guardians should supervise their children under age of 8 as per council policy.</li> <li>• School groups or organised visits should be supervised by group leaders</li> <li>• Staff undertake checks of heritage areas at points during day and report any actions required.</li> <li>• All furniture certified by suppliers and safely installed. Defective furniture removed from public access.</li> <li>• Liquid spillages cleaned immediately and/or cordoned off until cleaning is possible</li> <li>• First Aider on site and staff briefed in responding to any incidents</li> <li>• Staff keep their equipment tidy and remove any equipment that is placed in a hazardous way by participants of school workshops/events.</li> <li>• Stairs kept clear of objects.</li> <li>• Handrail provided</li> </ul>	
Violence and threatening behaviour	Staff, volunteers and members of the public may experience verbal abuse, aggressive customers.	<ul style="list-style-type: none"> <li>• Staff / Volunteers are advised not to confront customers and to call senior officer on duty or the library manager.</li> <li>• CCTV is in operation at all times and clearly visible in public areas of the library</li> <li>• HCM/HO report incidents of all nature regarding volunteers on the Brent Council's Health &amp; Safety online reporting system, as well as immediately to the management.</li> <li>• Security on site</li> <li>• Staff briefed in incident protocol</li> <li>• Employee Support service provided where required</li> </ul>	
Any incidents requiring First Aid	Staff, volunteers	<ul style="list-style-type: none"> <li>• First Aid kit stored in office and regularly checked for supplies</li> </ul>	

	and members of the public may become harmed and require First Aid.	<ul style="list-style-type: none"> <li>• Trained First Aid staff on site</li> <li>• Staff briefed in correct practice when issuing items from First Aid kit</li> <li>• Incident reporting procedure followed as required</li> <li>• School group leader splits group into smaller groups with a clearly identified responsible adult during exploration of the Museum galleries, Exhibition Space, Search Room and/or Library.</li> </ul>	
Fire	Staff Volunteers Members of the public may be at risk of fire.	<ul style="list-style-type: none"> <li>• Staff participate in regular fire drills</li> <li>• Nominated staff attend fire warden training</li> <li>• Alarms tested as part of building systems</li> <li>• Staff observe any fire hazards and report to appropriate channel immediately</li> <li>• No smoking allowed in the building</li> <li>• Emergency exits clearly signposted</li> <li>• School staff and adult helpers made aware of fire exits and muster point at beginning of visit.</li> </ul>	
Young people at work	Volunteers & work experience may be at risk of general workplace hazards or be in a vulnerable position in the public. Young people may be vulnerable to general	<ul style="list-style-type: none"> <li>• All volunteers and work experience receive a full H&amp;S induction, work place buddy, supervision and information on incident reporting procedures</li> <li>• Roles are allocated with safety in mind – with supervision of other staff and no lone working</li> <li>• Full briefing issued before each task so they fully understand requirements</li> <li>• Contact made with guardian and/or placing organisation as required</li> <li>• All volunteers aged 14+</li> <li>• All staff briefed on appropriate conduct and incident reporting</li> </ul>	

	hazards		
Workshops for schools and other groups: scratches, punctures due to handling objects. Choking on small objects. Irritated or allergic reaction.	Staff and visitors by touching objects used during workshop.	<ul style="list-style-type: none"> <li>• Handling objects checked by staff before session.</li> <li>• Handling procedures explained to group.</li> <li>• Handling supervised by museum staff and group adults.</li> <li>• Use of non-allergenic materials where possible and checked in advance with group leader where appropriate.</li> <li>• Gloves provided and recommendation to wash hands after sessions if touching lead toys.</li> <li>• Session leader able to contact first-aider.</li> <li>• Students with accompanying adult able to exit Education Room at any point.</li> </ul>	
Trapped in lift doors. Breaking down.	Staff and visitors	<ul style="list-style-type: none"> <li>• Lift maintained regularly.</li> <li>• Door safety device – won't close if blocked.</li> <li>• Floor levels clearly marked in lift.</li> <li>• Help button available in lift.</li> <li>• Stairs available for all levels.</li> <li>• Handrail in lift.</li> <li>• Release keys held in Builder's Cabinet in room riser room inside loading bay.</li> </ul>	
Fingers trapped in drawers while exploring the Museum galleries	Visitors	<ul style="list-style-type: none"> <li>• Adult helpers from school supporting each small school group in Museum galleries supervise children using drawers.</li> <li>• Soft closing mechanisms fitted on majority of working drawers.</li> </ul>	