**Arbeia Roman Fort & Museum Hazard Identification**

Updated November 2019

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 Arbeia Roman Fort & Museum on 0191 277 1410 to enquire about possible building work taking place or hazards in temporary exhibitions.

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| **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)** |
| Fire and Electricity (throughout fort site, reconstructions, museum and school building) | All:   * Fire * Electrocution | * Alarms * Fire extinguishers * Break glass buttons * Daily checks carried out by site staff | * All groups must sign in at reception * On arrival, group leaders to enquire about fire evacuation points * Do not use faulty looking interactive displays / equipment |
| Throughout fort site, reconstructions, museum and school building:   * Trip / collision hazards * Stairways / steps * Uneven ground * Loose stones * Slippery surfaces e.g. wet stone / grass * Hard surfaces * Exposed to weather | All: trips / slips / falls / collisions | * Sign on shop door * Steps inside West Gate have painted edge | * Do not run * School to allocate first aider * School responsible for pupils’ clothing, footwear and sun cream * Do not walk on excavations / excavated walls |
| Doorways / displays (throughout fort, reconstructions, museum and school building) | All:   * Slips, trips and falls / collisions * Trapped fingers / hands | * Glass door into museum distinguishable (designs on door) | * Adult supervision * Do not run * School to allocate first aider |
| Climbing on walls / ramps / slopes | All: falling | * Dangerous and excavation areas clearly marked, barriered and gated off. * Paths clearly identified * CCTV cameras | * Do not climb * School to allocate first aider |
| Road directly outside site | Children wandering off  All: Road accidents | * Railings around the site * Coach parking directly outside Arbeia | * School responsible for head counts * School to allocate first aider |
| Museum building | All:   * Grazing skin on stone artefacts * Bumping head on granary model | * CCTV cameras * Daily checks carried out by site staff | * School responsible for head counts * Report faulty looking interactive displays / equipment * School to allocate first aider * Not to touch the objects on display |
| On the Fort site   * Excavations in progress * Earth works near West Gate * Uneven excavated site with loose stones and chippings. * Slippery and uneven steps (e.g. into Strong Room) * Sharp edges * Diches and banks * Herb garden * Gardening / excavation tools | All:   * Children wandering off * Drowning (collected rain water in excavations. * Tripping and falling on uneven excavated site * Injury from lose stones used as weapons * Allergic reaction to plants * Scratches from plants * Injury from misuse of tools | * Exit and entrance points limited and the Fort Site fenced off from general public area. * Daily checks carried out by site staff * Dangerous and excavation areas clearly marked, barriered and gated off. * Paths clearly identified * CCTV cameras * Signs advise visitors that plants can cause allergic reactions and that they should not eat the plants * Signs notify visitors of the plants in each bed * Tools stored away | * School responsible for head counts * Children advised not to throw stones, climb or run. * Do not walk between barracks and Commanding Officer’s house * Report faulty looking interactive displays / equipment * Don’t touch or eat the plants * Avoid entering ‘staff only’ areas (please refer to the notes at the end of this document) * School to allocate first aider |
| TimeQuest Gallery | All:   * Slightly dusty atmosphere * Rubber granule (granule in eyes, and allergies) * Dirt and dust from working on excavation platform and handling artefacts * Artefacts dropped on to legs and feet / trapping fingers * Grazing fingers and hands while digging | * Daily checks carried out by site staff * Instructions on safe use given by museum staff (in facilitated sessions) * Rubber/synthetic sand used to minimise dust. * Dust masks provided for visitors with breathing problems - please advise prior to your visit if required. * Toilet / sinks provided (located either side of museum building) * Use of trowels for digging | * Ensure any information regarding children with breathing problems / allergies is passed to the museum staff prior to your visit * Adult supervision to ensure, no climbing on metal fence   or throwing of objects or rubber granules.   * Wash hands after leaving the TimeQuest gallery * School to allocate first aider |
| Reconstructed buildings:   * West Gate -open tenements on top of West Gate * Barrack * Commanding Officer’s House * All of the above are reconstructions that were constructed using ancient building techniques which means they are more fragile and for example the plaster may fall off. | All:   * Vertigo on open tenements on top of West Gate * Overcrowding in small rooms * Scratches from wattle and daub * Collision with signage * Pigment damage to clothing from frescos * Splinters * Birds / nests / excrement | * + Daily checks carried out by site staff   + Walls built to high height   + Hazardous areas clearly roped off   + Dangerous replicas behind barriers   + Pathways kept clear   + Hand washing facilities are provided in the toilets (either side of the museum)   + CCTV cameras in the West Gate | * + School responsible for head counts   + School to allocate first aider   + Children advised **not** to run on site, climb ladders up onto bunk beds, eat replica foodstuffs or lean against painted walls.   + Stay within barriers   + Avoid West Gate roof in high winds / icy conditions |
| Museum Shop | All   * Collisions. | * + Number of children in shop area limited   + Site staff awareness | * + Group to timetable use of the shop during their visit (where applicable)   + Children not to play with shop items   + School to allocate first aider |
| Learning Room (in school building) | All:   * Slips and falls, knocks from collisions. * Knocks or injury from weight of replica objects. * Use of craft tools and materials, e.g. (scissors and glue) * Cleaning products * Hot water | * + Daily checks carried out by site staff * Teachers and children advised how to handle objects safely.   + Sink / soap / paper towels available   + Scissors and sharp objects locked away when not in use.   + Cleaning products stored away out of children’s reach | * + Adult supervision at all times   + School to allocate first aider |