**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 offAll: 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
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| 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
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| 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
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