



## General Hazard Identification Sheet – Visiting Orchard Cottage and the Farm

This is a guideline, designed to aid group facilitators and carers in completing their own risk assessment forms. It is NOT intended to be a replacement for individual organisation's risk assessment. Beamish The Living Museum of the North accepts no liability if this is used as such. The Museum has Public Liability insurance cover with Zurich Municipal for £10 million. Policy number XAO 122006-0793. This is renewed annually on 1<sup>st</sup> April.

Any accident caused by equipment brought into the Museum by a visiting party is not covered by the Museum's Public Liability insurance, but should be covered by the group's.

Carers and group facilitators of groups of vulnerable adults are ultimately responsible for the safety of their group and should undertake their own risk assessment prior to a visit. Complimentary tickets are available, if required, to help you with creating your risk assessment.

In order to create a safe and enjoyable atmosphere for your visit, we expect groups - as with all other paying visitors - to listen to and read advice provided by Beamish staff both during and in advance of your visit.

## What to do in Case of Emergency

If you lose a member of your group:

Notify a member of staff. We have a radio-relay system here, designed to deal with potential problems such as this. Most areas are manned by a member of staff during opening hours. All general areas are within radio and/or telephone contact.

First Aid:

All areas of the Museum have a trained first aider on call. If first aid is needed please notify a member of staff and they will contact the nearest trained first aider.

### Potential Hazards and their Prevention

Potential Hazard	Who is particularly at risk	Context of hazard and steps to be taken by accompanying adults to prevent accidents	Risk of accident/ dangerous occurrence High/medium/low	If high or medium what additional precautions or measures need to be taken to reduce risk to low
Moving people between the mini bus parking space and the cottage	Vulnerable adults	The mini bus parking space is next to a road, with medium traffic flow. Groups should ensure that they park off the road and within the parking bay. Groups should ensure that people do not alight from the vehicle onto the road. Buses may need to turn around so that the side of the bus with the doors on does not open onto the road. An accompanying adult should position themselves, wearing visible clothing, between the bus and the road. The group are directed through the gate towards the cottage.	Low/Medium	Buses must ensure that they park off the road and well within the parking space. Carers/accompanying adults must assist passengers off the bus.
Slips and trips when moving between the parking space and the cottage	Vulnerable Adults	The path to the cottage is cobbled in places and then becomes flat flag stones. It is an open area with no obstacles. Group members should be accompanied by a supervisory adult while making their way to the cottage.	Low/Medium	Group members should be accompanied and supported by carers/accompanying adults while walking across the cobbles.

Moving between the Cottage and the farm		If groups want to visit Home farm during their visit they will need to cross a road, with medium traffic flow, to get to Home Farm. The crossing for this road is manned by a member of Beamish Staff at all times.	Low	
Slips and trips in the Museum (outdoors)	Vulnerable adults and accompanying adults	Beamish is an open-air museum. There are varied walking surfaces throughout. The site contains some steep ascents and descents. Maintaining period features such as cobbled roads, shallow kerbs and tram-rails is essential to the experience but they can create tripping or slipping hazards. Beamish takes all reasonable care to minimise any possible accidents by maintaining the paths and walkways and by providing a large number of first aid staff throughout the site. Sufficient lighting levels are in evidence. Vulnerable adults should be accompanied by accompanying adults/carers.	Low	
Slips and trips in the Museum (indoors)	Vulnerable adults and accompanying adults	There are 3 steps inside the cottage to get into the kitchen, which is where the accessible toilet is. Access to the kitchen, without using the steps, is by the flat level path around the outside of the building. Staff may inform visitors of any potential slipping hazards caused during bad weather, and may close areas of the Museum as applicable.	Low	
Ranges/fires inside buildings	Vulnerable adults and accompanying adults	There is an open fired range inside the cottage. This has a guard and staff members are trained in safe working practices. Group participants should be advised to remain at a safe distance from heat sources.	Low	
Groups activities:	Vulnerable adults and accompanying adults	Group sessions can involve a variety of different activities, All of these have been risk assessed by Beamish Staff. All activities are supervised by a member of staff and potential hazards removed.		

Baking		Any tasks requiring sharp implements will be carried out by a member of staff. Every participant is given anti bacterial hand gel before the activity and all surfaces cleaned. Beamish staff will open and close the oven. Participants can toast bread on the fire but they will be seated away from the fire, supervised at all times and will only be done when the fire is burning low (ie, no large flames)		
Gardening		This is done in the front garden of the cottage. Chairs can be taken outside so that participants, and wheelchair users, can sit next to the raised beds. Any tasks requiring sharp implements will be carried out by a member of staff. The garden path is an ash path so can become uneven. Appropriate clothing, sun protection should be worn by everyone in the group. Everyone is encouraged to wash their hands after the activity.		
Accidental fire on-site	Vulnerable adults and accompanying adults	In the event of a fire carers/accompanying adults must ensure the adults they are responsible for exit them building, following the directions of Museum staff.	Low	

Vulnerable adults becoming separated from the main group	Vulnerable adults	The accompanying adults/carers should constantly supervise the vulnerable adults in their group and should not leave them on their own at any point. If someone does become separated a member of staff can be notified and the person can be looked for using the internal radio system. All areas are also equipped with telephones.	Low	
Animals	Vulnerable adults/accompanying adults	<p>There are a number of animals on site, including cats, horses, pigs, goats, rabbits, cattle, fowl, sheep and sheepdogs. Everyone is encouraged to wash their hands before eat/drinking and before and after taking part in activities.</p> <p>Visitors should be instructed not to antagonise any animals on site and not to attempt to feed them.</p> <p>Particular care should be taken at Home Farm and the stable areas at The Town, Pit Village and Pockerley Old Hall, as husbandry conditions, including animal excrement, can make the floor slippery.</p> <p>Museum staff will maintain a clean environment.</p> <p>Staff working with the animals are fully trained to do so.</p>	Low	

Risk of infection from ewes and lambs	Pregnant women	Lambing takes place at Home Farm, which presents a risk of infections, such as toxoplasmosis, to pregnant women. Pregnant women are advised to stay clear of areas with ewes and lambs. Warning notices will be displayed around the area.	Low	
Photographs	Vulnerable adults	Please be aware that other visitors to the Museum may photograph your group, particularly if they come in costume or take part in an activity, such as Gardening. If this presents a problem, please inform a member of staff.	Low	

#### Reviews

The Hazard ID sheets are reviewed regularly to reflect changes and developments at Beamish Museum. Date of last review: 29 April 2014.

## Frequently Asked Questions

### 1. Can I use mobile phones whilst in the Museum, in case of emergency?

Yes, you may bring mobile phones into the Museum, although it would be appreciated if their use was confined to appropriate times (i.e. making sure that the ringer is switched off during activities). Bear in mind that the Museum is in a topographical basin, and that mobile phones often only pick up a weak signal, if any. If you need to contact someone outside the Museum in an emergency, ask a member of staff for assistance. We have landlines, first-aid boxes and first-aid qualified staff in key areas on-site.

### 2. Who will the group be with?

There will be a member of Beamish Staff, and very often some volunteers, with the group during the session in Orchard Cottage. All staff members and volunteers delivering activities have undergone CRB/DBS checks. However, we do advise accompanying adults not to leave their groups unattended at any time.

### 3. Will bad weather conditions be a problem?

As Beamish is an open-air museum, bear in mind that inclement weather is a concern. If the weather is considered to be a health and safety risk (e.g. blizzard conditions, icy underfoot etc), the Museum reserves the right to cancel an activity and/or close or evacuate the site safely. Group participants should dress appropriately to weather forecasts for the time of year.



4. What if we lose an item e.g. a camera?

The Museum has a lost property system. Please ask a member of staff to find out if an item has been handed in. It is also advisable to contact the main office on 0191 370 4000 after your visit to see if it has been found after your visit. Valuables such as cameras, wallets containing money, watches and jewellery are brought at the discretion of the school, and Beamish Museum accepts no responsibility for damage or loss on site.