



## General Hazard Identification Sheet

This is a guideline, designed to aid visiting teachers in completing their own LEA risk assessment forms. It is NOT intended to be a replacement for a teacher-conducted LEA 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 £15 million. Policy number XAO 272052 - 0363. 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 school's.

Teachers and supervisors of educational parties are ultimately responsible for the actions of their students and should undertake their own risk assessment prior to a visit. Complimentary tickets are available when a booking is made.

In order to create a safe and enjoyable atmosphere for your visit, we expect educational 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.

The following document contains words such as "under supervision", "supervised" and "adult supervisor(s)". It should be clear that this means *accompanied* by an adult.

**It is simply not enough to know where your students are – you must be *present and attending*.**

## What to do in Case of Emergency

### **If you lose a child:**

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
<b>Moving children between the 'coach park' bay and the Museum</b>	Children	The 'Coach park' is situated in a location where there is medium traffic flow. Teachers should request for buses to park so as to minimise the distance from the bus to the path. An adult from the school, wearing visible clothing, should supervise children disembarking from the coach and direct them to the path. The group should straight away move from the bus park, down the steps and congregate either at the seating area in front of the building or in the Entrance building. Between the coach park and the building the group will need to cross a gated access road into the Museum which is occasionally used by Museum vehicles.	Low	
<b>Slips and trips when moving between the 'coach park' bay and the Museum</b>	Children/ Adults	The path is a flat area which slopes slightly. There are steps with handrails and a ramp. It is an open area with no obstacles. Children move between these locations in daylight hours and therefore have sufficient light to see. Children should be accompanied at all times by a supervising adult.	Low	
<b>Moving through the orientation space</b>	Children	The Entrance building includes a dimly lit display space which schools pass through as they enter the Museum. Children should be closely supervised as they move through this area. If schools are concerned about bringing children through the dimly lit area alternative entrance routes can be provided.	Low	

<p><b>Slips and trips in the Museum (outdoors)</b></p>	<p>Children/ Adults</p>	<p>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. All visitors should wear suitable, flat heeled, sturdy shoes. Children should be accompanied by adults provided from the school.</p>	<p>Low</p>	
<p><b>Slips and trips in the Museum (indoors)</b></p>	<p>Children/ Adults</p>	<p>There are some narrow and steep stairs within the exhibits. Adults should ensure that children take their time in negotiating internal stairs. It is advisable that a tour of the indoor attractions is conducted in small, accompanied groups. Staff may inform visitors of any potential slipping hazards caused during bad weather, and may close areas of the Museum as applicable. All visitors should wear suitable, flat heeled, sturdy shoes.</p>	<p>Low</p>	
<p><b>Main road at Home Farm</b></p>	<p>Children/ Adults</p>	<p>A public road must be crossed to enter parts of Home Farm. Special care needs to be taken to ensure traffic is negotiated safely. A member of Beamish staff will be stood at the crossing gate and will open and close the gate to enable groups to cross the road. If you are crossing from the Farm side, members of your group must stay on the buildings side of the rope and pin fence and follow advice from Museum staff. Museum staff will assist with the crossing but School staff must also be proactive to ensure this is achieved safely. Museum staff are not able to stand in the middle of the road to stop the traffic.</p>	<p>Medium</p>	<p>The gate will be closed to prevent visitors stepping into the road. Museum staff will supervise the crossing at all times. School staff to work with Museum staff to ensure a safe crossing.</p>

<b>Fires inside buildings</b>	Children/ Adults	Beamish staff members give costumed demonstrations of life in a period working community and this can present hazards not found in modern conditions, including open fired ranges and open fires. The majority of fires have guards and staff members are trained in safe working practices. Children should be advised to remain at a safe distance from heat sources. Only Museum Staff are allowed to manage the fires.	Low	
<b>Accidental fire on-site</b>	Children/ Adults	A fire risk assessment is in place and held by the Museum. Fire provisions are kept up to date. Before the school enters the Museum each adult should be assigned a number of children for whom they are responsible. In the event of a fire each of these adults must ensure that the children they are responsible for exit the building with them, following the directions of Museum staff.	Low	
<b>Food</b>	Children/ Adults	Food samples are handed out across the Museum as part of the visitor experience e.g. sweet samples in the sweet shop or samples of baking in the houses. Accompanying school staff must be aware of any allergies or food issues affecting children under their care and step in to stop children taking samples if necessary. Please ask the costumed staff if you require details of ingredients and allergens and they will be happy to help.	Low	
<b>Children straying from the main group</b>	Children	The accompanying adults should constantly supervise children to ensure that they behave in the correct manner and check that they do not stray or enter locations where they should not be. Beamish admits free supervising places to a ratio of 1 adult to five children/students for 5 years and over, and 1 adult to three children for under 5s. If a child has been lost please notify a member of staff so the child looked for using the radio relay system. All areas are also equipped with telephones.	Low	

<b>Displays falling over, objects falling from the wall</b>	Children/ Adults	All displays and objects in the Museum are inspected by staff during general duties and cleaning and maintenance duties.	Low	
<b>Children attempting to climb trees/walls/fences/exhibits</b>	Children	The open-air site has numerous trees, fences, walls and static industrial exhibits such as a steam digger. Supervising adults must insist children do not attempt to climb them.	Low	
<b>Animals</b>	Children/ Adults	There are a number of animals on site, including cats, horses, pigs, goats, rabbits, cattle, poultry, canaries, sheep and sheepdogs. Children should be advised by supervising adults not to touch animals and if children do visit the farm or stable areas, to wash their hands afterwards and before eating/drinking. Children should be instructed not to antagonise any animals on site and not to attempt to feed them. Particular care should be taken at Home Farm and the stable areas in The Town, Pit Village and Pockerley Old Hall, as husbandry conditions, including animal excrement, can make the floor slippery. Museum staff will maintain a clean environment. Staff working with the animals are fully trained to do so. Please follow any directions given by Museum staff to ensure your safety around the animals.	Low	
<b>Risk of infection from ewes and lambs</b>	Pregnant women	Lambing takes place at Home Farm. Beamish Museum advises <b>pregnant women do not visit Home Farm during lambing time and stay clear of areas with ewes and lambs.</b> Lambing presents a risk of infections such as toxoplasmosis to pregnant women. Schools must ensure any staff and students for whom this is an issue are informed so alternative arrangements can be made. If you have any questions, please contact the Museum Learning team on 0191 370 4011. Warning notices will be displayed around the area.	Low	

<b>Drift Mine</b>	Children/ Adults	<p>The Drift Mine features workings from an actual mine, and visitors can be escorted by trained staff into the mine to experience period mining conditions.</p> <p>The mine is operated under the Mines &amp; Quarries Act and must comply with stringent Health and Safety procedures. The main hazards relate to the possible presence of explosive or suffocating gases.</p> <p>The mine is dark, and the ceiling is low. Schools should advise pupils to wear suitable, sturdy footwear for their visit. The mine is not accessible to wheelchair users.</p>	Medium	<p>A dedicated ventilation system is in place and gas detection equipment is operated by a qualified Pit Deputy. A secondary emergency exit is also maintained. Any persons entering the mine must wear protective headgear to prevent knocks to the head. The mine is lit with an electric lighting system.</p>
<b>The Fairground</b>	Children/ Adults	<p>The fairground is made up of The Gallopers, a Coconut Shy, the Shuggy Boats and side shows.</p> <p>The Gallopers include steep high steps to gain access to the ride, which present a risk of falling. Children need to be able to hold confidently to the moving horse, which moves up and down, giving the rider a feeling of being at significant height. It also rotates at a fast running speed.</p> <p>The coconut shy and side shows involve throwing or rolling balls/hoops. All visitors to the Fairground must keep clear of the throwing area of the Coconut Shy and participants must</p>	Medium	<p>Instructions of Fairground staff must be followed in all matters to ensure safety.</p>

		<p>only throw balls at the coconuts or side show targets. Children must be supervised to ensure sensible behaviour. Sweets/ lollipops / coconuts are given as prizes to the winners at the side shows. Please inform Museum staff if children cannot be given these items. Unless school staff inform museum staff otherwise, the museum staff will assume it is ok to give these prizes and there is no risk of allergic reactions.</p> <p>The Shuggy Boats require participants to pull ropes to make the boat swing. Children need to be strong enough to make this work. To gain access to the ride children need to negotiate steep steps and a gap between the boat and step. All spectators must remain out of reach of the swinging boats to avoid being hit by a moving boat. Spectators and participants must follow all directions given by Attendants.</p>		
<b>Eating lunch in the Porter Room</b>	Children/ Adults	<p>Heaters are in place and there is non-fixed seating. Adults are to supervise children. There are steps leading up to the room. These have been fitted with handrails to aid access. Adults should position themselves at the top and bottom of these stairs, as they are steep. Children/Adults must walk up and down them in single file using the handrail so that they do not fall. Folding chairs are sometimes used in this space and care must be taken to ensure children do not rock on chairs or trap their fingers in them. All children are to be supervised at all times by a responsible adult.</p>	Low	
<b>Eating lunch in the Lamp Cabin and Band Hall</b>	Children/ Adults	<p>As the doors to these buildings are left open the floor may become wet and slippy. Supervising adults are to advise their group to take care when entering the room.</p> <p>As the doors are left open, there may also be members of the general public who wander in. Supervising adults must be aware at all times of the whereabouts of the members of their group and who their group may be speaking to. All</p>	Low	



		<p>children are to be supervised at all times by a responsible adult.</p> <p>Some benches do not have backs and can be unsteady. Some benches have backs that move from side to side. Children should not move these backs to ensure fingers do not get caught. Adults should advise care when sitting on and getting off these benches.</p>		
<b>Eating lunch in the Museum Room</b>	Children/ Adults	<p>This room is up a flight of stairs in the Masonic Hall. An accessible lift is also available if required. Members of the public may enter the room and supervising adults must be aware at all times of the whereabouts of the members of their group and who they are speaking to. All children are to be supervised at all times by a responsible adult.</p> <p>The benches do not have backs and can be unsteady. Adults should advise care when sitting on and getting off these benches.</p>	Low	
<b>Construction Sites</b>	Children/ Adults	<p>As Beamish is an ever-expanding Museum, groups are likely to come across areas of construction. These areas will be clearly marked and guarded by fences. Adults should ensure they supervise the children in their group to ensure that they do not cross these barriers and enter out of bounds areas.</p>	Low	
<b>Site Transportation and Vehicles</b>	Children/ Adults	<p>Site vehicle movements involve trams, carriages, buses, steam locomotive, cars, bicycles and horse drawn vehicles moving in public areas. There is a site imposed speed limit of 12 mph, and all unnecessary traffic is confined as much as possible to non-public areas, or outside of opening hours. All vehicles are maintained by the Museum to safe operating standards and only certified drivers are used. Care should be taken while boarding and alighting any such transport. Particular care should be taken on the top-deck of the trams and buses. Children should behave sensibly, remain seated during transit, and should be accompanied by an adult.</p>	High	<p>No activities other than pedestrians or safe-height vehicles are permitted in the vicinity of the overhead wire. In the event of an emergency, the power to the</p>

		<p>There are high steps up to the buses and trams which may be difficult for small children. Supervising adults should help those in their care to manage the step.</p> <p>The train platforms at the Waggonway and Town Station present a significant drop from the platform to the track. Children should be supervised in these areas to ensure safe behaviour and school staff should ensure children and students in their care keep to visitor areas and pavements and do not walk down vehicle only access roads.</p> <p>The electric tramway utilises a live un-insulated 550 volt D.C. overhead electric supply, which presents a serious electrocution hazard.</p> <p>All children are to be supervised at all times by a responsible adult.</p>		<p>overhead wires can be immediately cut off by an emergency stop switch.</p>
<b>Photographs</b>	Children/ vulnerable adults	<p>Please be aware that other visitors to the Museum may photograph your group, particularly if they come in costume or take part in a costumed activity, such as the Suffragettes. If this presents a problem, please inform a member of staff.</p>	Low	
<b>Weather</b>	Children/ adults	<p>Beamish is an open air museum and your group will spend a significant part of their day outside. Please ensure they come dressed appropriately for the weather conditions. In the winter, warm coats, hats and gloves are essential as even within our exhibits it can be very cold. In the summer, please be prepared with sun hats and water. At all times, sensible sturdy shoes are essential.</p>	Low	

### Reviews

The Hazard ID sheets are reviewed regularly to reflect changes and developments at Beamish Museum

Date of last review: 14<sup>th</sup> February 2017 (co-ordinated by Catherine Rice, Learning Co-ordinator / Simon Woolley, Head of Learning)

## Frequently Asked Questions

### **1. Does Beamish have a completed Risk Assessment?**

Beamish has a complete site risk assessment, available to all Museum staff. However, this is not suitable for a teacher completing an LEA risk assessment form, and is not available for public use. It would be impossible to provide a separate Risk Assessment for every LEA's stipulated format. We advise that any teacher who is in the process of planning a visit should first read the Hazard Identification Advice Sheet AND also make a visit to the site itself, for which purpose free tickets are available when booking. If a specific activity is booked teachers will also receive the relevant Hazard Identification Advice Sheet for the activity.

### **2. Are hazard ID sheets produced for individual learning activities?**

Hazard ID sheets are produced for all learning activities. These are sent out with booking information and can be downloaded from the Beamish website [www.beamish.org.uk](http://www.beamish.org.uk).

### **3. 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.

#### **4. Who will the children be speaking to?**

The children are encouraged to interact with the costumed demonstrators. This is part of the appeal and experience of the Beamish experience! The costumed demonstrators have attended training programmes on dealing with visitor needs, including those of school parties. The majority of staff members delivering learning activities have undergone CRB/DBS checks. We advise visiting teachers to pay attention to whom their children are talking (e.g. other visiting members of the public) and do not leave their groups unattended at any time.

#### **5. 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 close or to evacuate the site safely. Children should dress appropriately and come prepared for the weather forecasts for the time of year, e.g. sun screen, water.

#### **6. 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.