

This is the North East Land Sea and Air Museum’s risk assessment for the exhibitions, galleries, the resource centre and picnic area. While you are responsible for drafting **your own risk assessment** for your visit to the Museum this document may help you to prepare it.

Activity:		Exhibitions, Galleries, the Resource Room and Picnic Area/Cloakroom.						
The Risk <i>What can Happen?</i> The Source <i>How it can happen?</i>		Who might be at harm?	Current Controls <i>and their effectiveness</i> E = Effective P = Partially Effective I = Ineffective			Actual Risk Rating Likelihood: Almost certain, Likely, Possible, Unlikely, Rare Impact: Risk: Low, Medium, High Insignificant, Minor, Moderate Major, Severe		
				Likelihood	Impact	Risk		
Foyer, and corridors • Slips trips and falls		Everyone	<ul style="list-style-type: none"> • Pupils are advised that running in the Museum is not permitted • Active supervision of group by adults at all times • NELSAML adherence to minimum adult to children / students numbers are: <ul style="list-style-type: none"> • 1 adult : 5 special needs persons • 1 adult : 6 primary school children • 1 adult : 15 secondary school • Site rules and HS information to be actively communicated at the first point of contact with Group representatives prior to Museum Visit • Departments to develop checklist template for all group visits that covers general ‘Do’s & Don’ts’ when on Museums premises. Information like this is communicated at the beginning of visit • Edge of steps and stage marked to maximise visibility • Minimum light levels maintained to ensure visibility • Assistance given to visitors with visual impairment or limited mobility 	P	P	Moderate	M	
Main Display Building • Protruding aircraft parts Sharp areas - Risk of head injury / bruising • Easy concealment during evacuation / gallery closure interactive – walking into pointed protruding		Everyone <i>Young children</i>	<ul style="list-style-type: none"> • Pupils are advised that running in the Museum is not permitted. • Active supervision of group by adults at all times • Rope barriers to be placed around aircraft. • Public not allowed behind barriers without qualified supervision. 	P	P	Minor	Low	

Risk Assessment for Schools

corner Children risk running into corner						
<p>• '607 room Aero engine has slightly sharp edges</p>	<p>Everyone</p> <p>Young children</p>	<p>Engine well lit. No running in building. Pupils to be supervised at all times by group leaders/accompanying adults</p>	P	P	Moderate	M
<p>• 'Home Front' interactive exhibit – fingers could get trapped ARP helmets to try on: helmets are heavy and could be dropped on feet. • Reconstructed streetl – some sharp edges at body & eye height</p>	<p>Everyone</p> <p>Young children</p>	<p>• Changing wall would compromise accuracy</p> <p>Pupils to be supervised at all times by group leaders/accompanying adults</p>	P	P	Moderate	M
<p>• Meteor Cockpit. - Steps climbing in sharp edges Jet Stream Cockpit access ramp – Trip/slip hazard • Dark floor colour and low gallery light make it difficult to see slope</p>	<p>Everyone</p>	<p>• Teachers to supervise at all times, • Two children only two children in cockpit or on platform at any time, • Pupils should be supervised and encouraged to use the exhibit sensibly. • Rail fitted to ramp. White contrasting strips painted on top and bottom edges of access ramp to increase visibility</p>	P	P	Minor	Low
Romney No 1 Fly Navy Display		At present closed for refurbishment				
<p>Romney No 2 Military Vehicle Display • some sharp edges at body & eye height Vehicles – Risk of injury • Vehicles easily accessible by unsupervised children • possible spillages/ wet floor</p>		<p>• Teachers are advised to supervise pupils at all times at these exhibits to minimise risk • Pupils are advised that running in the Museum is not permitted • Rope barriers in place • Spill sorb to be placed on any oil leak • Water on floor to be moped up as soon as possible/ slippery floor signs to be placed on</p>	P	P	Moderate	Low

Risk Assessment for Schools

Tram Shed <ul style="list-style-type: none"> • Some sharp edges at body & eye height. • Trap hazard in tram seats fingers could get trapped in reversible seats. 		<ul style="list-style-type: none"> • Pupils are advised that running in the Museum is not permitted • Teachers are advised to supervise pupils at all times at these exhibits to minimise risk • Entry to trams only to be allowed under supervision of volunteer staff • Steps to be provided at tram doors, • Rope Barriers to prevent access to unsafe areas 	P	U	Severe	M
Workshop Building. Tools and exhibits have potential to cause injury,	Everyone	Access limited to roped off front of Building	P	U	Severe	Low
Resource Centre/Picnic area/toilets Adults using lunch space toilets at same time as children	Everyone	<ul style="list-style-type: none"> • Adults to use toilets in main museum • Repeat advice to tutors on arrival • Information to be sent with booking information 	P	U	Severe	M
Picnic Area	Everyone	<ul style="list-style-type: none"> • Children to be supervised at all times 	P	U	Severe	M
Resource Centre <ul style="list-style-type: none"> • General Risk of electrocution <ul style="list-style-type: none"> • Children sticking items in socket 	Everyone Children	<ul style="list-style-type: none"> • Children to be supervised at all times • Only trained staff to use OHP • Staff/freelancers using whiteboards to supervise public use • Children will always be accompanied by responsible adults • Tables are designed for purpose • Plug socket protectors fitted 	P E	L R	insignificant Major	Low Low
Outside areas Uneven ground. Mud slippery conditions when wet – Risk of trips and slips	Everyone	<ul style="list-style-type: none"> • Appropriate footwear to be worn. • Pupils are advised that running in the Museum is not permitted • Active supervision of group by adults at all times • Repeat advice to tutors on arrival • Information to be sent with booking information 	P	U	Severe	M
Trident Aircraft <ul style="list-style-type: none"> • Access stairs – Slips and Falls • Confined interior, 	Everyone	<ul style="list-style-type: none"> • Opened by prior arrangement only • Minimum of two volunteer staff to required supervise. • Active supervision of group by adults at all times. • Limited access via one exit Number of visitors limited to ? 	P	U	Severe	M
Vulcan Cockpit	Everyone	<ul style="list-style-type: none"> • Opened by prior arrangement only 	P	U	Severe	M

Risk Assessment for Schools

<ul style="list-style-type: none">• Access ladder – Slips and Falls• Confined interior• Dark interior		<ul style="list-style-type: none">• Minimum of two volunteer staff to required supervise.• Active supervision of group by adults at all times.• People with a fear of confined space should be advised not to entre Number of visitors limited to 4				
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