

## Great Exhibition of The North; Schools Trails Hazard Identification Sheet

- ❑ All schools group leaders are to be aware that this Hazard Identification Sheet is not a risk assessment for your planned activity. It is intended to compliment any risk assessment that you carry out and will identify specific hazards on the routes we may have observed, that you may not be aware of.
- ❑ As stated in the Department of Education's [Health and safety: advice on legal duties and powers](#) publication, "Health and safety law requires the employer (school) to assess the risks to the health and safety of staff and others affected by their activities."
- ❑ We advise all Group Leaders to carry out a preliminary visit prior to your group visit.
- ❑ 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.
- ❑ We would also like to ask that if you encounter any additional hazards not addressed by us that you inform us at your earliest convenience so that we can update this sheet for future visits.

**Hazards expected in all venues and whilst travelling between venues**

<b>Hazard identification</b>	<b>Risk and to whom</b>	<b>What is already being done to manage the risks? Are additional measures required?</b>
Roads	Road traffic incident. Staff; children; other road users.	Children to be supervised at all times by school staff. Staff are to ensure they are aware of road traffic and all students in their care are thoroughly briefed about road conditions and where to stand and walk during the activity. Where possible staff and students should wear hi visibility vests.
General public	Risk to all group members of unwanted contact with other members of the public	School responsible for ensuring adequate staff ratios and carrying out head counts
Toilets	Could become dirty or unhygienic. Children or adults could slip or fall. Children or adults may need assistance.	Cleaned and regularly inspected by staff. Set procedures for spillages/wet floors. Toilet alarms in access toilets. Spaces above and below toilet partitions allowing access from adjacent cubicle. Report unsatisfactory conditions to staff. School responsible for supervision of children.

All stairways and steps	Slips, trips and falls; items falling from stairways and balconies. Staff and children.	No running. Adequate adult supervision. Contact nearest member of venue staff in case of accident/emergency. Along the routes there are some venues that may have accessibility issues. Most venues have ramped access; please check to see if the venue you are visiting has this. If the venue does not have ramped access and you need to lift a wheelchair, ensure you have enough personnel to lift the wheelchair safely.  Around the city there are a number of steps that are unusually high. Please ensure all students are aware of the steps, particularly at Grey's Monument.
Traffic crossings	Staff and children.	When using traffic crossings, staff and students should always wait for the green man before crossing the road. Ensure you keep the group together when crossing any road.
Pedestrian areas	Staff and children.	Be aware that in all pedestrian areas there will be cyclists riding bicycles.
Water hazards	Children	There are a number of water hazards around the city. Staff should ensure that students are made aware of these water hazards and staff should also ensure they keep a close eye on students when around water hazards.
Entry to venues	Slips, trips and falls caused by uneven ground, steps, and bollards/railings. Staff; children.	Children must be supervised at all times by school staff; school staff are responsible for head counts, crossing roads, and any public car park entrances. School staff are to ensure pupils do not climb on exterior features/furniture. Bollards may be in use across access routes at some venues, or visitors may be required to use an alternative entrance.

Lifts	Moving parts; exceeding maximum weight. Staff; children.	Children are to be supervised at all times by school staff and maximum occupancy is to be adhered to. Contact the nearest member of venue staff in case of accident/emergency or lift malfunctioning.
Venue foyers and shops; cafes	Slips, trips and falls; damage to shop goods; crowding; theft; spillages. Staff; children.	Children must be supervised at all times. Visit shops in small, accompanied groups and plan time for shop visits in advance. It may be possible in some venues to organise pre-booked goodie bags as an alternative.
Doorways	Could be bumped by automatic doors; collision with glass doors; trapped fingers/hands. Staff and children.	Adequate supervision of children, with special care taken in doorways. Contact the nearest member of venue staff in case of accident/emergency.

**Hazard identified in addition to this by certain venues:**

**Get North City trail and Great North Museum half day schools experience**

<b>Great North Museum</b>		
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to manage the risks?  Are there any additional measures required?</b>
<b>Galleries</b>  Object drawers  Low shelving  Low lighting	Slips, trips and falls  Collisions with glass cases and museum furnishings  Damage to displays/objects  Climbing on low display cases/plinths  Items falling from first floor balconies	Adequate adult supervision  No running  Galleries checked daily by museum staff  Equipment maintained by museum staff  Special care in low light galleries  Contact nearest member of museum staff in case of accident/emergency  Teachers responsible for head counts and class supervision

	<p>Hands-on exhibits and interactives – contact with push button/live parts</p> <p>Trapped fingers/hands</p> <p>Walking into drawers</p> <p>Bump head on low shelving</p> <p>Low light levels could cause trips and bumps</p> <p>All visitors and staff</p>	
<b>Planetarium</b>	<p>Slips, trips and falls.</p> <p>Low lighting</p> <p>Loud sounds and bright lights during shows may cause disorientation</p> <p>Crowding</p> <p>All visitors and staff</p>	<p>Adequate adult supervision</p> <p>Normal lighting provided outside of show times</p> <p>Contact nearest member of museum staff in case of accident/emergency</p>

<p><b>Clore Learning Centre</b></p>	<p>Slips, trips and falls</p> <p>Power sockets</p> <p>Trapped fingers/hands in doors</p> <p>Blind cords – danger of tangling/strangulation</p> <p>Hot water – sinks</p> <p>Use of craft materials and sharp objects (scissors)</p> <p>All staff and visitors</p>	<p>All spills cleaned up immediately</p> <p>Adequate adult supervision</p> <p>Unused sockets fitted with plastic covers</p> <p>Non toxic paints and glues used</p> <p>Round tipped scissors used</p> <p>Children to be supervised at all times by school staff.</p> <p>Contact nearest member of museum staff in case of accident/emergency</p>
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**Quayside Trail and Gateshead Quays Half Day experience**

<b>Sage Gateshead</b>		
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to manage the risks?</b> <b>Are there any additional measures required?</b>
Fall from balcony	Visitors	Visitors are warned of the risks.  People are not to climb on or lean over balcony.  Schools responsible for supervision of children.  First aider in building at all times
Revolving doors	Visitors trapped in doors	Safety controls are in place  Doors are regularly checked  SG staff monitor space  Schools warned of risks.  Schools responsible for supervision of children.



		First aider in building at all times
Practical activity	Visitors injured by equipment	<p>All equipment will be checked prior to workshop</p> <p>Visitors will be guided appropriately on how to use equipment and take part in activity.</p> <p>Schools responsible for supervision of children.</p> <p>First aider in building at all times</p>