

Hazard Identification Sheet

Please note this is not a risk assessment. Group leaders should follow Department for Education and local authority guidelines to write their own.

Fire or other major incident

Risk

Death or serious injury

Existing control measures at the museum

Museum staff are trained and practised in managing evacuations when fire or other incidents occur.

Evacuation procedures are explained on the museum's website; [a link to this page](#) is given in the correspondence sent to group leaders prior to their visit.

Further action required by group leaders

You should:

- Read and understand the [museum's evacuation information](#) – especially the implications of zonal evacuation – before your visit.
- Brief students and accompanying adults about what to do in the event of an evacuation.

Young people becoming separated from group leaders

Risk

Safeguarding concerns

Existing control measures at the museum

We state that group leaders must stay with their group at all times to ensure their health and safety.

Group leaders are asked to confirm their acceptance of supervisory requirements, including the need to stay with their group, when using the museum's online form to request their visit.

Evacuation procedures and supervisory requirements are explained on the museum's website; a link to this page is given in confirmation correspondence sent to group leaders.

On arrival at the museum group leaders are reminded by museum staff to accompany their group at all times to ensure their health, safety and behaviour.

Museum staff are aware of safeguarding requirements when helping young people separated from their group.

A mobile phone number is recorded for the group leader in case museum staff need to contact them.

Further action required by group leaders

You should:

- Read and understand the [museum's health and safety information](#) prior to the visit.
- Ensure young people are always accompanied while in the museum.
- Brief your group about what to do if they become separated.
- Ensure that everyone is present before leaving the museum.

Improper conduct or allegations thereof

Risk

Physical and mental harm, prosecution, litigation.

Existing control measures at the museum

We state that group leaders must stay with their group at all times, to ensure their health and safety.

Group leaders are asked to confirm their acceptance of supervisory requirements, including the need to stay with their group, when using the museum's online form to request their visit.

Supervisory requirements are explained on the museum's website; a link to this page is given in confirmation correspondence sent to group leaders.

On arrival at the museum group leaders are reminded by museum staff to accompany their group at all times to ensure their health, safety and behaviour.

Museum staff working directly with young people have DBS certificates. All museum staff will follow Science Museum Group guidelines on working with young people.

Further action required by group leaders

You should tell your group what to do if they experience improper conduct.

You should immediately report any instance of or concerns about improper conduct to a member of museum staff.

Poor behaviour or conduct

Risk

Injury to visitors, damage to exhibits.

Existing control measures at the museum

Group leaders are required to stay with their group at all times to ensure their conduct.

Group leaders are asked to confirm their acceptance of supervisory requirements when using the museum's online form to request their visit.

Supervisory requirements are included in visit confirmation correspondence.

On arrival, group leaders are reminded by museum staff to accompany their group at all times to ensure their health, safety and behaviour.

Museum staff will raise concerns about poor behaviour or misconduct with the group leader and ask them to address the situation. If misbehaviour persists, museum staff may ask group leaders to remove the offending young people from the museum.

Further action required by group leaders

You should brief your group about appropriate behaviour in a large public venue and have plans in place in case anyone is asked to leave the building because of unacceptable conduct.

Wet or slippery floors due to weather, spillage or cleaning

Risk

Slip, fall and/or injury

Existing control measures at the museum

Museum staff finding a spillage will report it to cleaners to be mopped up.

Wet floor signs will be put in place by museum staff when aware of wet flooring.

Further action required by group leaders

You should inform museum staff if there is a leak or spill from drinks carried by your group.

Stairs

Risk

Trip, fall and/or injury

Existing control measures at the museum

All stairs have handrails.

Tread edges are clearly defined.

Further action required by group leaders

You should remind young people to pay attention and behave appropriately when using stairs.

Hands-on areas

Risk

Minor injuries to limbs, spread of disease, allergic reactions, interference with medical devices

Existing control measures at the museum

Specific exhibits that may present a higher risk are highlighted on the museum's website; a link is given in visit confirmation correspondence sent to group leaders.

Warning signs are in place for exhibits using magnets that can affect medical devices.

Adult-to-child supervisory ratios are in place to ensure health and safety and encourage appropriate behaviour. They are explained and enforced at the time of booking.

Museum staff will brief groups on arrival to explain how to behave in the area.

Further action required by group leaders

You should:

- Tell museum staff about any health considerations within your group at the time of booking and on arrival at the museum.
- Explain potential hazards to your group.
- Proactively supervise your group in hands-on areas and remind your other accompanying adults to do the same.
- Encourage hand washing after interaction with hands-on exhibits.