



## Health & Safety Risk Assessment

**Work Activity:** School Visits

**Page:**

**Date:** 26 July 2023

**Risk Assessment  
Revision No:**  
n/a

**Completed by:**  
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Lancaster Maritime  
Museum Manager

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
Likelihood of the hazard happening	0 - 5 = Low Risk	1	2	3	4	5
	6 - 10 = Moderate Risk	5	10	15	20	25
	11 - 15 = High Risk	4	8	12	16	20
	16 - 25 = extremely high unacceptable risk	3	6	9	12	15
	Almost Certain 5	2	4	6	8	10
	Extremely Unlikely 1	1	2	3	4	5

**Location:** Lancaster Maritime Museum, 25 St. George's Quay, Lancaster, LA1 1RB

Activity or Element of activity	Hazard Identified	Current Risk Controls	Risk score with current controls			Action to be taken to reduce risk. (If Medium or High).			Risk rating with further controls
			Group at risk	L	S	RR	Action	Who	
<b>Entering the museum</b>	<ol style="list-style-type: none"> <li>Door opens outwards, potential for hitting visitors.</li> <li>Potential trapped fingers in doors. Slipping on floor when raining.</li> <li>Cobbles and anchors to either side of the path.</li> </ol>	<ul style="list-style-type: none"> <li>Automatic doors are operated by a push button.</li> <li>Notice showing that the door swings outward.</li> <li>Gap around door so fingers cannot get trapped.</li> <li>Water absorbent mats to mitigate slips on wet floor.</li> <li>Teachers must keep children off the cobbles and anchors.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a		
<b>Walking up/down the buttress stairs to the education room</b>	<ol style="list-style-type: none"> <li>Risk of adults banging heads on low beams and doorways.</li> <li>Children and adults tripping or slipping.</li> <li>Children or adults with breathing issues becoming out of breath.</li> </ol>	<ul style="list-style-type: none"> <li>Good supervision.</li> <li>Children walk in single file with adult at front and rear of group. Staff always advise of number of stairs and suggest use of lift for children who are not able to climb stairs.</li> <li>Stools are placed on each landing to enable visitors to rest.</li> <li>The stairs are well-lit and in good condition.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a		

Activity or Element of activity	Hazard Identified	Current Risk Controls	Risk score with current controls				Action to be taken to reduce risk. (If Medium or High).			Risk rating with further controls
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<b>Walking through exhibition galleries</b>	<ol style="list-style-type: none"> <li>Trips / slips/ collisions Some display cases are at eye level.</li> <li>Use of banners obstructing views.</li> <li>Different floor surfaces.</li> <li>Children getting lost.</li> <li>Injury caused by climbing on displays.</li> </ol>	<ul style="list-style-type: none"> <li>Display case corners are covered with soft corner stickers.</li> <li>Most areas are well lit and staff with radios always supervise galleries.</li> <li>Good supervision of groups of children required and children must not touch or climb on the displays (particularly the historic wooden vessels).</li> <li>Provision of 'When you visit a museum' information sheet provided.</li> <li>Café staff supervise an area of sloping floor leading to the education room.</li> <li>A lost child protocol is in place. A copy is attached to this Risk Assessment.</li> </ul>	E / C / V / P / ES / VP	2	2	4	n/a			
<b>Using the Lift</b>	<ol style="list-style-type: none"> <li>Panic/stress when using the lift.</li> <li>Potential for injury from getting caught between the doors.</li> <li>Lift breakdown.</li> </ol>	<ul style="list-style-type: none"> <li>If use of the lift is necessary – No more than 5 children in the lift at one time and children are not permitted in the lift unaccompanied.</li> <li>Lift is fitted with an alarm button in case of emergency/lift failure and instructions on what to do.</li> <li>Lift is well lit and serviced monthly.</li> <li>Staff are trained to evacuate the lift if it gets stuck or there are any problems.</li> <li>In the event of an emergency, wheelchair users or visitors unsteady when walking will remain in the refuge area until the fire service arrive. The fire service will operate the lift to evacuate people from the refuge.</li> </ul>	E / C / V / P / ES / VP	2	2	4	n/a			

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<b>Using the Education Room</b>	<ol style="list-style-type: none"> <li>Two cupboards in the Education Room have electric panels, equipment and school session equipment that is heavy and sharp.</li> <li>Furniture in the Education Room is heavy.</li> <li>Museum printer/photocopier is in this room.</li> <li>Falling off chairs /tables and bumping into tables.</li> <li>Computer/ equipment cables being a trip hazard</li> </ol>	<ul style="list-style-type: none"> <li>Children are not permitted in the Education Room unsupervised.</li> <li>The printer/photocopier is covered and unplugged during school sessions.</li> <li>The room is set up prior to the school group visit so that teachers do not have to move heavy furniture.</li> <li>Verbal warnings are given to the responsible adults if this is not adhered to.</li> <li>Any parties hiring the room are given brief induction on arrival otherwise Museum Service staff are always present.</li> <li>All museum electrical equipment (projectors, PCs etc) is PAT tested.</li> <li>Cable cover mats are provided to avoid visitors slipping.</li> </ul>	E / C / V / P / ES / VP	2	2	4	n/a			
<b>Gas Rig Display</b>	<ol style="list-style-type: none"> <li>The display structure includes nuts and bolts which could cause injury or damage clothing.</li> <li>Falling if attempting to climb the structure.</li> </ol>	<ul style="list-style-type: none"> <li>Children supervised by parents or teachers and museum staff.</li> <li>Climbing is prohibited.</li> <li>Displays have written warning signs.</li> <li>Barriers are in place.</li> </ul>	E / C / V / P / ES / VP	2	2	4	n/a			
<b>Walking up/down the Mezzanine Staircase</b>	<ol style="list-style-type: none"> <li>There are gaps between treads which could cause trips.</li> </ol>	<ul style="list-style-type: none"> <li>Visitors are advised to ascend in single file and hold onto the handrail.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a			
<b>Accessing Warehouse Hoist Mechanism.</b>	<ol style="list-style-type: none"> <li>Winding mechanism is on display and is a potential crush injury hazard.</li> </ol>	<ul style="list-style-type: none"> <li>Children supervised by parents or teachers and museum staff.</li> <li>Access to this area is strictly prohibited and barriers are in place.</li> </ul>	E / C / V / P / ES / VP	1	4	4	n/a			

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<b>Using Mezzanine Toilets</b>	<ol style="list-style-type: none"> <li>The toilet area is very small and poorly lit because of the low light levels required by objects in this area.</li> <li>Low beams, sloping floor and ceiling, protruding bolts potential for cuts and bruising.</li> <li>Isolated location, other visitors using this area.</li> </ol>	<ul style="list-style-type: none"> <li>The toilets are not open to other visitors while a school group is in the museum.</li> <li>Children must be always accompanied.</li> <li>Visitors/schools should queue in single file.</li> <li>Floors are mopped when the museum is closed.</li> <li>Toilets are check regularly throughout the day and slippery floors will be mopped &amp; warning signs erected.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a			
<b>Using Custom House Toilets</b>	<ol style="list-style-type: none"> <li>Getting locked in the toilet.</li> <li>Scalds from hot water.</li> <li>Slips and trips.</li> <li>Trapped fingers.</li> </ol>	<ul style="list-style-type: none"> <li>Toilet door mechanisms can be opened from the outside by members of the team only.</li> <li>Hot water temperature is limited on heat units.</li> <li>Warning signs in place if floors are wet.</li> <li>Children to visit toilets in small groups supervised by accompanying adults.</li> <li>Doors have slow close mechanism.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a			
<b>Walking up/down the Custom House Spiral Staircase</b>	<ol style="list-style-type: none"> <li>Shells on display – choke hazard.</li> <li>Falls and trips on staircase.</li> <li>Vertigo.</li> </ol>	<ul style="list-style-type: none"> <li>Children must not be allowed to pick up the shells. They can touch them.</li> <li>Verbal warning to keep to outer edge, use handrail, go in single file.</li> <li>At base of stairs – do not go around back of stairs – trip hazard.</li> </ul>	E / C / V / P / ES / VP	1	2	2	n/a			
<b>Walking across wooden jetty and past boat yard.</b>	<ol style="list-style-type: none"> <li>Fall hazard if climbing allowed.</li> <li>Slips on very slippery wooden surface when wet</li> </ol>	<ul style="list-style-type: none"> <li>This area is kept locked if wooden floor is very slippery.</li> <li>Children must not be allowed to climb on the fencing around the jetty or to enter the boat yard, which contains dangerous wooden vessels. This area is fenced off.</li> </ul>	E / C / V / P / ES / VP	2	3	6	The jetty is treated twice a year with anti-algae spray, which minimises its growth.	Property	6-monthly	4

## Notes for Teachers

- 1. Teachers are welcome to visit the Maritime Museum prior to their visit to complete their own Risk Assessment. This visit is free of charge.**
2. The Lancaster Maritime Museum is a relatively low-risk attraction, if children are adequately and appropriately always supervised and teachers make themselves aware of the risks highlighted on this Risk Assessment.
3. The museum is located on the quay, next to the river Lune, which is a fast-moving and strong river. Children must be always accompanied.
4. As with all public buildings there are sometimes additional elements of risk that might present themselves occasionally and supplementary safety measures are put in place if this is deemed necessary, with notices highlighting the risk.
5. Risks identified in this Risk Assessment are reviewed regularly.
6. Personal Emergency Evacuation Plans (PEEPS) are available for visitors with Visual Impairment, Neurodiversity (Autism), and Wheelchair Users. Please ask if you require a copy to assist you in your own risk assessing.
7. Please explain the attached 'When you visit a museum' information sheet to your group, so that they understand what they are allowed to do, and things that we ask all visitors to not do.

## Protocol in the event of a missing child

1. If any of your pupils become separated from your group while on site, please tell one of our team members immediately.
2. All members of the team carry radios and will alert their colleagues throughout the building.
3. All external doors will be closed without delay and remain closed until the pupil is found.
4. Members of the museum team will do a sweep of the building including toilets and cupboards.
5. No one will be able to enter or leave the building. However, a member of the school team can go outside to conduct a search.
6. If the child cannot be found a member of the school team must contact the police.
7. Members of the museum team cannot be left in charge of a group at any time.

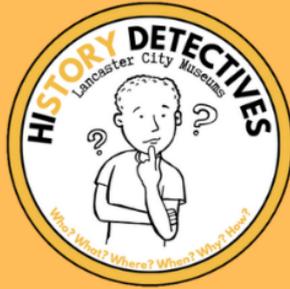
## For further information please contact the Maritime Museum.

Lancaster Maritime Museum  
25. St George's Quay  
Lancaster  
LA1 1RB

Phone: 01524 382264

Email: [lancastermaritimemuseum@lancaster.gov.uk](mailto:lancastermaritimemuseum@lancaster.gov.uk)

Lancaster Maritime Museum is owned and operated by Lancaster City Council.



# WHEN YOU VISIT A MUSEUM

**You don't have to whisper or be quiet – that's an old-fashioned rule that museums have thrown away!**

**There are some rules though and by following them, you will protect the objects on display and make sure everybody can enjoy their visit.**

**We want you to have lots of fun, so please:**



- take lots of photographs but look out for any no photos signs. It means you cannot photograph the object because it probably belongs to someone else, not the museum and they have asked us to not let people photograph it.



- only touch things that have labels on them that say you can touch them. This is because old things can be very delicate and damaged easily. You might see our team wearing gloves. These protect objects from the grease on our hands.



- talk and ask lots of questions. Our museum assistants are always happy to help!



- enjoy making the most of our craft and activity spaces.
- try on a costume in our dressing-up areas.
- sit down, enjoy the space, and have a think.



- walk around the galleries – Though running is fun and some of the spaces are big, it can be dangerous!
- please do not eat or drink in the galleries – crumbs attract pesky pests which also eat our museum objects.
- stay with your grown-ups and don't leave the museum by yourself. If you get lost inside tell a member of our team. We all carry radios so can alert each other to look out for your group.



**Remember  
Have a *good*  
time, but not a  
*smashing* time!**

