**Learning & Engagement Team**

E: 4schools@durham.ac.uk

T: (0191) 334 2993

T: (0191) 334 5695

**Please note: This is NOT a Risk Assessment. In line with the advice from the DfE, it is the responsibility of the group leader to carry out a risk assessment. This is a Hazard Identification Sheet which, along with your preliminary visit, will help you write your risk assessment.**

**Please note: First aid provision is provided by Durham University. Any issues report to LET staff or Palace Green Library front desk. Following guidance, visiting groups should also have accompanying first aider and provision.**

**Updated: January 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard Identification** | **Risk and to whom** | **Existing Control Measures** | **Further Action by School** |
| Vehicles on Palace Green and on approach roads | Could be bumped or knocked over.All visitors and staff. | School staff should supervise children. |  |
| Using Palace Green Library toilets | Slip, fall, injury, improper conduct.All visitors and staff. | Children to be accompanied by school staff.Limited number of children allowed in at any one time.When using public toilets, staff to ensure that no members of the public are inside before sending children in. |  |
| Uneven flagstones and stairs without handrail in historic buildings | Slip, fall, injury.All visitors and staff. | Visitors accompanied by staff member who points out specific hazards.  |  |
| Stairs in various locations. | Slip, fall, injury.All visitors and staff. | Children to be warned of potential hazards. The spiral staircase in Cosin’s Library is not to be used by visitors. |  |
| Wet or slippy floors due to weather or cleaning. | Slip, fall, injury.All visitors and staff. | Children are encouraged NOT to run at any time whilst in the museum. Wet floor signs would also be in place. |  |
| Dust and other irritants from old books and documents. | Aggravation of pre-existing medical conditions.All visitors and staff. | Displays in exhibition cases or under Perspex sheets for protection; minimal exposure  |  |
| Free standing artefacts and display panels in various locations. | Tripping, falling, bumping into, could be knocked.All visitors and staff. | Children will be given a verbal warning if they touch or climb these objects by ALL staff.Children also encouraged not to run to prevent the risk. |  |
| Some objects in the handling collection may be heavy or have sharp edges. | Trap fingers, drop onto feet, cuts, rips to clothing.All visitors and staff. | Site staff give verbal warning about nature of handling collection.Its condition is monitored closely by site staff. |  |
| Some activities require use of scissors, card, paper, foil etc. | Minor injury | Care to be taken when using materials. Staff to warn children if using anything particularly sharp (ie foil). |  |
| Fire | Death or major injury | Fire evacuation procedures in place and explained to visiting parties. |  |
| Use of electrical appliances, e.g. PCs | Minor injury | Use of equipment kept to minimum. Regular regime of PAT testing in place. |  |
| Improper conduct or allegations of such | Physical and mental harm; prosecution; litigation | DBS clearance for all staff with unsupervised access to children and all staff to work to University guidelines on working with children and young people.School staff to stay with children for the whole day. |  |