

# Arbeia Roman Fort & Museum Hazard Identification

Updated 02/06/23

Please note:

- This is **not** a risk assessment. The group leader should carry out a risk assessment
- In the case of an emergency please contact a member of staff
- Tyne & Wear Archives & Museums highly recommends that group leaders conduct preliminary visits
- 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

This Hazard Identification highlights the everyday risks that groups may incur. Please telephone Arbeia Roman Fort & Museum on (0191) 277 1410 to enquire about possible building work taking place or hazards in temporary exhibitions.

| <b>Hazard identification</b>   | <b>Risk and to whom</b>  | <b>Existing control measures set up by Tyne &amp; Wear Archives &amp; Museums</b>   | <b>Further action to be taken by the school / group leader (add own comments)</b>  |
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| <p>Activity inside fort site, reconstructions, museum and school building</p>  | <p>All:</p> <ul style="list-style-type: none"> <li>• Fire</li> <br/> <li>• Interactive displays – contact with push buttons/electrical parts. Trapped fingers</li> </ul> | <ul style="list-style-type: none"> <li>• Fire evacuation procedure in place</li> <li>• Alarms</li> <li>• Fire extinguishers</li> <li>• Break glass buttons</li> <br/> <li>• Daily checks carried out by site staff</li> </ul> | <ul style="list-style-type: none"> <li>• All groups must sign in at reception</li> <li>• On arrival, group leaders to enquire about fire evacuation points</li> <br/> <li>• Do not use faulty looking interactive displays / equipment</li> <br/> <li>• Inform staff if any interactives are damaged/not working</li> <br/> <li>• Supervise children at all times</li> </ul> |
| <p>Moving around fort site, reconstructions, museum and school building:</p> <ul style="list-style-type: none"> <li>• Trip / collision hazards</li> <li>• Stairways / steps</li> <li>• Uneven ground</li> <li>• Loose stones</li> <li>• Slippery surfaces e.g. wet stone / grass</li> <li>• Hard surfaces</li> </ul> | <p>All: trips / slips / falls / collisions</p>   | <ul style="list-style-type: none"> <li>• Daily checks carried out by site staff</li> <li>• Graphics on shop door to prevent collision</li> <li>• Steps inside West Gate have painted edge</li> </ul>                          | <ul style="list-style-type: none"> <li>• Do not run</li> <li>• School to allocate first aider</li> <li>• School responsible for pupils' clothing, footwear</li> <li>• Do not walk on excavations / excavated walls</li> </ul> <p>Children advised to wear appropriate clothing for</p>   |

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| <ul style="list-style-type: none"> <li>Exposed to weather</li> </ul>                              | Discomfort, illness, sunburn due to cold/wet/hot weather  |   | weather conditions- warm coat/hats/gloves<br>Sun hat/apply sun cream<br>Bring additional water  |
| Doorways / displays (throughout fort, reconstructions, museum and school building)                | All: <ul style="list-style-type: none"> <li>Slips, trips and falls / collisions</li> <li>Trapped fingers / hands</li> </ul>   | <ul style="list-style-type: none"> <li>Glass door into museum distinguishable (designs on door)</li> </ul>  | <ul style="list-style-type: none"> <li>Adult supervision</li> <li>Do not run</li> <li>School to allocate first aider</li> </ul>   |
| Climbing on walls / ramps / slopes  | All: falling  | <ul style="list-style-type: none"> <li>Dangerous and excavation areas clearly marked, barriered and gated off.</li> <li>Paths clearly identified</li> <li>CCTV cameras</li> </ul> | <ul style="list-style-type: none"> <li>Do not climb</li> <li>School to allocate first aider</li> </ul>  |
| Road directly outside site  | Children wandering off<br><br>All: Road accidents   | <ul style="list-style-type: none"> <li>Railings around the site</li> <li>Coach parking directly outside Arbeia</li> </ul>   | <ul style="list-style-type: none"> <li>School responsible for head counts</li> <li>School to allocate first aider</li> </ul>  |
| Museum building   | All: <ul style="list-style-type: none"> <li>Grazing skin on stone artefacts</li> <li>Bumping head on granary model</li> </ul> | <ul style="list-style-type: none"> <li>CCTV cameras</li> <li>Daily checks carried out by site staff</li> </ul>  | <ul style="list-style-type: none"> <li>School responsible for head counts</li> <li>Report faulty looking interactive displays / equipment</li> <li>School to allocate first aider</li> <li>Not to touch the objects on display</li> </ul> |
| On the Fort site<br><br><ul style="list-style-type: none"> <li>Excavations in progress</li> </ul> | All: <ul style="list-style-type: none"> <li>Children wandering off</li> </ul>   | <ul style="list-style-type: none"> <li>Exit and entrance points limited and the Fort Site</li> </ul>  | <ul style="list-style-type: none"> <li>School responsible for head counts</li> <li>Children advised not to throw stones, climb or run.</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• Earth works near West Gate</li> <li>• Uneven excavated site with loose stones and chippings.</li> <li>• Slippery and uneven steps (e.g. into Strong Room)</li> <li>• Sharp edges</li> <li>• Ditches and banks</li> <li>• Herb garden</li> <li>• Gardening / excavation tools</li> </ul> | <ul style="list-style-type: none"> <li>• Drowning (collected rain water in excavations.</li> <li>• Tripping and falling on uneven excavated site</li> <li>• Injury from lose stones used as weapons</li> <li>• Allergic reaction to plants</li> <li>• Scratches from plants</li> <li>• Injury from misuse of tools</li> </ul>  | <p>fenced off from general public area.</p> <ul style="list-style-type: none"> <li>• Daily checks carried out by site staff</li> <li>• Dangerous and excavation areas clearly marked, barriered and gated off.</li> <li>• Paths clearly identified</li> <li>• CCTV cameras</li> <li>• Signs advise visitors that plants can cause allergic reactions and that they should not eat the plants</li> <li>• Signs notify visitors of the plants in each bed</li> <li>• Tools stored away</li> </ul> | <ul style="list-style-type: none"> <li>• Do not walk between barracks and Commanding Officer's house</li> <li>• Report faulty looking interactive displays / equipment</li> <li>• Don't touch or eat the plants</li> <li>• Avoid entering 'staff only' areas (please refer to the notes at the end of this document)</li> <li>• School to allocate first aider</li> </ul>                             |
| <p>TimeQuest Gallery</p>   | <p>All:</p> <ul style="list-style-type: none"> <li>• Falling and tripping on platform due to uneven surfaces and walls</li> <li>• dusty atmosphere</li> <li>• Rubber granule (granule in eyes, and allergies)</li> <li>• Dirt and dust from working on excavation platform and handling artefacts</li> <li>• Artefacts dropped on to legs and feet / trapping fingers</li> </ul> | <ul style="list-style-type: none"> <li>• Daily checks carried out by site staff</li> <li>• Instructions on safe use given by museum staff (in facilitated sessions)</li> <li>• Rubber/synthetic sand used to minimise dust.</li> <li>• Toilet / sinks provided (located either side of museum building)</li> <li>• Use of trowels for digging</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure any information regarding children with breathing problems / allergies is passed to the museum staff prior to your visit</li> <li>• Adult supervision to ensure, no climbing on metal fence or throwing of objects or rubber granules.</li> <li>• Wash hands after leaving the TimeQuest gallery</li> <li>• School to allocate first aider</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>Grazing fingers and hands while digging</li> </ul>   |  |   |
| <p>Reconstructed buildings:</p> <ul style="list-style-type: none"> <li>West Gate -open tenements on top of West Gate <ul style="list-style-type: none"> <li>Barrack</li> <li>Commanding Officer's House</li> </ul> </li> <li>All of the above are reconstructions that were constructed using ancient building techniques which means they are more fragile and for example the plaster may fall off.</li> </ul> | <p>All:</p> <ul style="list-style-type: none"> <li>Vertigo on open tenements on top of West Gate</li> <li>Overcrowding in small rooms</li> <li>Scratches from wattle and daub</li> <li>Collision with signage</li> <li>Pigment damage to clothing from frescos</li> <li>Splinters</li> <li>Birds / nests / excrement</li> </ul> | <ul style="list-style-type: none"> <li>Daily checks carried out by site staff</li> <li>Walls built to high height</li> <li>Hazardous areas clearly roped off</li> <li>Dangerous replicas behind barriers</li> <li>Pathways kept clear</li> <li>Hand washing facilities are provided in the toilets (either side of the museum)</li> <li>CCTV cameras in the West Gate</li> </ul> | <ul style="list-style-type: none"> <li>School responsible for head counts</li> <li>School to allocate first aider</li> <li>Children advised <b>not</b> to run on site, climb ladders up onto bunk beds, eat replica foodstuffs or lean against painted walls.</li> <li>Stay within barriers</li> <li>Avoid West Gate roof in high winds / icy conditions</li> </ul> |
| Museum Shop  | <p>All</p> <ul style="list-style-type: none"> <li>Collisions.</li> </ul>  | <ul style="list-style-type: none"> <li>Number of children in shop area limited</li> <li>Site staff awareness</li> </ul>  | <ul style="list-style-type: none"> <li>Group to timetable use of the shop during their visit (where applicable)</li> <li>Children not to play with shop items</li> <li>School to allocate first aider</li> </ul>  |
| Learning Room (in school building)   | <p>All:</p> <ul style="list-style-type: none"> <li>Slips and falls, knocks from collisions.</li> <li>Knocks or injury from weight of replica objects.</li> </ul>  | <ul style="list-style-type: none"> <li>Daily checks carried out by site staff</li> <li>Teachers and children advised how to handle objects safely.</li> </ul>  | <ul style="list-style-type: none"> <li>Adult supervision at all times</li> <li>School to allocate first aider</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>• Use of craft tools and materials, e.g. (scissors and glue)</li><li>• Cleaning products</li><li>• Hot water</li></ul> | <ul style="list-style-type: none"><li>• Sink / soap / paper towels available</li><li>• Scissors and sharp objects locked away when not in use.</li><li>• Cleaning products stored away out of children's reach</li></ul> |  |
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