

LOCOMOTION

Locomotion, Dale Road Industrial Estate, Shildon DL4 2RE
Tel: 01904 685780 – General Enquiries
Tel: 01904 809638 – Learning Team

Please note: This is NOT a risk assessment. Teachers should follow DfES Guidelines and write their own.

Hazard Identification	Risk and to whom	Existing Control Measures	Further Action by School
Vehicle movement in carpark and on road from carpark to museum.	Could be bumped or knocked over. All visitors and staff.	School staff should supervise children.	
Uneven floor surface within museum	Slip, fall, injury. All visitors and staff.	Visitors briefed on hazards on arrival.	
Stairs in various locations.	Slip, fall, injury. All visitors and staff.	Children to be warned of potential hazards. All stairs have handrails.	
Wet or slippery floors due to weather or cleaning.	Slip, fall, injury. All visitors and staff.	Children are told not to run at any time whilst in the museum. Wet floor signs would also be in place.	
Fire	Death or major injury	Fire evacuation procedures in place and explained to visiting parties.	

Use of electrical appliances	Minor injury	Use of equipment kept to minimum. Regular regime of portable appliance testing in place.	
Improper conduct or allegations of such	Physical and mental harm; prosecution; litigation	DBS clearance for all staff with access to children and all staff to work to SMG guidelines on working with children and young people.	
Some objects in the handling collection may be heavy or have sharp edges.	Trapped fingers, drop onto feet, cuts, rips to clothing. All visitors and staff.	Staff give verbal warning about nature of handling collection. Its condition is monitored closely by staff.	
Some objects in the handling collection are made from glass, which could break.	Cuts. All visitors and staff.	Explainer to warn children the objects are glass and to take care. If glass object breaks, move children away from that area, guard the area and report to housekeeping team.	