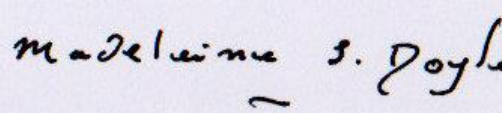



## Part A Assessment Details

**Activity:** School/Group Education Sessions

**Location of activity:** Brighton Toy and Model Museum

<b>Address &amp; Contact details</b>	Brighton Toy & Model Museum 52-55 Trafalgar Street Brighton BN1 4EB  Tel. No: 01273 749494 info@brightontoymuseum.co.uk education@brightontoymuseum.co.uk	<b>Names of Person(s) undertaking Assessment:</b>	Madeleine Doyle
		<b>Signature(s)</b>	
<b>Museum Manager</b>	Jan Etches	<b>Date of Assessment</b>	01/10/2021
<b>Signature:</b>		<b>Step 5 Planned Review Date:</b>	01/10/2022
<b>How communicated to staff:</b>	Copy of Risk Assessment circulated to staff and verbal discussion.	<b>Date communicated to staff:</b>	During training

## Part B Hazard Identification and Control Measures:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 Identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing Controls (Actions already taken to control the risk – include procedure for the task/activity where these are specified)
Entrance door sometimes left open	Children	Child could leave the building. Danger of traffic	School staff must accompany children going to the toilet.
Heavy entrance door	Pupils, teachers, visitors, staff	Could swing back and cause injury to those	Open door secured to outside wall with hook.

		standing in front	
Toilet doors with sliding locking device.	Children, adults with disability	Children may be unable to open locked door	Children instructed not to lock toilet doors during initial safety briefing. Emergency pull cord in female/disabled toilet. Lock can be dismantled from outside.
Traction engine located in Reception area, has sharp, dirty, moveable parts	Pupils, teachers, visitors, staff	Cuts/puncture wounds	Do not touch sign clearly visible. Pupils and their teachers made aware of danger during initial safety briefing. Presence of front of house staff at all times.
Heavy metal portable leaflet and postcard stands located in Reception area	Pupils, teachers, visitors, staff	Tripping/injury if object falls	Pupils and their teachers made aware of danger during initial safety briefing. Presence of front of house staff at all times.
Glass fronted cabinets, some free-standing with sharp edges	Pupils, teachers, visitors, staff	Collision with object could cause impact injuries	Pupils and their teachers made aware of danger during initial safety briefing. Children also instructed not to run in the museum. Under no circumstances should anyone sit, stand or kneel on the glass cabinets.
Short flights of stairs leading to main gallery and in addition, leading to Puppet Theatre display	Pupils, teachers, visitors, staff	Tripping	During initial safety briefing, pupils and their teachers made aware of danger and advised to hold rail when ascending/descending staircase.
Portable floor fans and de-humidifiers located in museum gallery space	Pupils, teachers, visitors, staff	Electricity Cables may cause tripping hazard. Items may become caught in fan	Fans fitted with safety cages. Pupils and their teachers made aware of danger during initial safety briefing.
Red plastic chairs throughout the museum	Children	Injury from falling may result from standing on the chairs	Pupils and their teachers made aware of danger during initial safety briefing.
Linoleum ramp leading to top arch	Pupils, teachers, visitors, staff	Danger of uneven surface.	Pupils and their teachers made aware of danger during initial safety briefing. Children also instructed not to run in the museum.
Wheelchair ramp when put in place with entrance through fire exit. Opening leads directly onto busy street	Pupils, teachers, visitors, staff	Metal ramp could cause injury during assembly and cause a tripping hazard when assembled. Children could leave the building via the fire	All visitors instructed to vacate area during assembly. Staff member present when fire exit door is open. Door closed when not in use. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Children also instructed not to run in the museum.

		exit. Danger of traffic	
Storage of coats and lunch bags/clipboards on the floor of the museum gallery	Pupils, teachers, visitors, staff	Tripping hazard	Coats stored in black plastic sacks and placed adjacent to wall as are clipboards. Lunch bags/boxes arranged singly around base of cabinets. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Children also instructed not to run in the museum. Lunches packed in large containers may be stored in and retrieved from the kitchen by museum staff
Children sitting on the floor during the session/handling activities/lunchtime. Sometimes sitting on rugs	Children, teachers, visitors, staff	Potentially unhygienic. Rugs could create slipping/tripping hazard	Sitting plan allows for a gangway. Pupils and their teachers made aware of tripping hazard during initial safety briefing. Teachers instructed to bring hand gel on their Confirmation Form.
Partaking of drinks during snack and lunch break	Children, teachers, visitors, staff	Spillages could create a slipping hazard	Paper towels provided and slippery surface sign available if necessary.
Standing behind trestle tables to take part in handling activities	Children, teachers, visitors, staff	Tables could collapse if not assembled correctly/pushed over	Tables checked for correct assembly before session begins. Pupils and their teachers made aware of dangers during initial safety briefing.
Handling activities	Children, teachers, visitors, staff	Some handling objects/items are old and may not be washable, therefore potentially unhygienic. They may also be heavy, sharp or fragile and cause cuts, grazes or puncture wounds. Small items also pose a danger for those under 36 months	Dangerous items will not be offered as handling material to children. Small items will not be available to children under 36 months. Teachers instructed to bring hand gel on their confirmation form and are advised that children should wash their hands prior to eating. We ask that teachers and accompanying adults take a full and active role guiding their small group of children at all times and that children should be briefed as to appropriate behaviour, prior to the visit.
Puppet show with heavy wooden stage and lighting	Children, teachers, visitors, staff	Electric cable back of stage could cause tripping hazard. Lighting cases could become hot during the	Area cordoned off during assembly and the stage is not usually dismantled until after schools have departed. Low voltage 'cold' lights used which are switched off and removed immediately after performance. Back of stage out-of-bounds.

