

**Hazard Awareness Sheet**

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| **ACTIVITY** | **HAZARD** | **EXAMPLE CONTROL MEASURES** | **Notes** | |
| **Examples** | **Examples** | **Examples** | **Risk assessments for each specific workshop will be sent to school with booking confirmation.**  **This document lists example hazards for visits / workshops to help with any pre-planning needed at school.** |
| **Entering, exiting and walking around the building** | Slips, trips and falls on flooring, especially if wet | Groups instructed to walk.  Single file through doorways and in and out of toilets.  Extra care and caution if the floor is wet due to spills or rain outside.  Close supervision entering main door in case child unclips security bar. |  |
| **Handling historic artefacts** | Scratch or cut from artefact.  Dropping heavy artefact on foot | Staff and volunteers are present in the building, supervising the safe handling of artefacts.  Items are removed if damaged/broken. |  |
| **Fire evacuation** | Panic and crushing if fire alarm sounds. | Group briefed on what to do in event of alarm sounding.  Nearest fire exists and signs pointed out to everyone.  PSVT staff to lead evacuation if required and remain in building at all times groups are using the venue. |  |
| **Possible interaction with members of the public** | On certain days and times, members of the public maybe also be using the exhibition and possibly interact with children. | School staff to accompany children when using toilets at all times.  Adults with group to be aware of any adults engaging children in conversation and intervene as felt necessary by school staff. |  |
| **Contact with other people and surfaces that could encourage spread of Covid-19 and other infections** | Contaminants on hands and surfaces could spread Covid  People could contract Covid by breathing in infected air particles | Hands to be sanitised on entering and leaving building  Ventilation to be used if possible and safe to do so.  Interactives cleaned after each group or opening time slot by PSVT staff.  All staff and children who display symptoms of Covid asked not to visit / work |  |
| **Use of craft materials during workshop** | Cuts from scissors.  Swallowing small items such as sequins, beads. | Clear step by step instructions on safe use of materials given and activity modelled for pupils.  Supervision of craft activity by PSVT and school staff. | **Each workshop will use different materials and these will be mentioned in each workshops risk assessment**. |
| **Risk of medical emergency during the tour** | Emergency medical condition that requires ambulance assistance | Learning staff to ensure they have a mobile phone with them to contact emergency services if required.  Learning Officer holds Paediatric first aid qualification (Expires 23.6.2022) |  |
| **Stopping to sketch along route during sketch crawl / village tour** | People don’t pay attention to surroundings and step into roads.  Paper is blown away and people chase it into dangerous places. | Group asked to stop and stand in safe place before they begin to draw.  Paper held by clipboard or only adults with the group will retrieve paper that blows away. |  |