

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date Completed /Outcome
General	Students	Teachers and accompanying adults are responsible for the care of students at all times.	None			
Personal safety	Students	Where appropriate, Council staff have been checked through the DBS. Staffing protocols mean that Council staff will not work alone with young people.	None			
People being unable to find their way to places of safety	Students, adults and staff	Emergency evacuation signage and general directional signage is displayed in all areas.	None			
Trips and slips 1. Uneven Floor surfaces 2. Stairs and steps 3. Ramps	Students, adults and staff	<p>1. Floor surfaces are made of a variety of materials – (Concrete, metal, wood).</p> <p>2. Some stairways are narrow and curved. Staff give warning before use and lead the way. Handrails provided. Appropriate coloured edging to steps.</p> <p>3. Ramp provides step-free access to teaching spaces. Slight gradient. Visitors warned on entry. Good lighting provided.</p> <p>Movement in all areas supervised by Workshop Leader / Appropriate adult. Warnings given when entering a new area.</p>	<p>None</p> <p>Check on steps from entrance to IZ.</p>			

<p>Doors, cupboards, windows and storage areas</p>	<p>Students, adults and staff</p>	<p>Doors are of conventional design. Hinges not covered.</p> <p>Some cupboards are concealed. They are only used by museum staff.</p> <p>Secondary glazing in Sulis learning space opens across walkway used by children. It will only be opened when the room is not being used by children.</p> <p>Drawers under seating areas in Sulis only to be used by adults. They will be locked out of use when children are in the classroom.</p> <p>Cloakroom lunch box containers use metal 'gates'. They will be opened before children arrive and closed by adults. Children warned when using.</p>	<p>None</p>			
<p>Room teaching spaces hazards –</p> <p>1. Nature of equipment provided.</p> <p>2. Equipment in Investigation Zone</p>	<p>Students, adults and staff</p>	<p>1. Equipment used is conventional equipment with which people are likely to be familiar and so presents an insignificant risk.</p> <p>2. Digging Deep. Covered with robust wooden covering when not in use. Well defined edge of pit. Small depth to fall particularly as it will normally be filled with excavation material simulating an archaeological excavation.</p> <p>Building the Baths Heavy wooden models packed and unpacked by staff.</p>				

<p>3. Edges of Walkways</p> <p>4. Corridor from Investigation Zone to Gymnasium</p> <p>5. Risk of damage to museum objects through poor handling</p>		<p>3. Deep walkway edges will be barriered when people are using the Investigation Zone. No unguarded drops greater than 300mms.</p> <p>4. Door lock plate at vulnerable height for children</p> <p>5. Objects selected for robust construction and replicas of more delicate objects used for handling to minimise risk to collection. Staff trained in object handling.</p>	<p>To be replaced by a floor to ceiling locking plate.</p>			
<p>6. Kitchen areas within classrooms</p> <p>1. Water spillage</p> <p>2. Kettle</p>	<p>Students, adults and staff</p>	<p>1. Wiping up cloths and appropriate cleaning materials provided for teachers.</p> <p>2. Kettles only used by appropriate adults.</p>				
<p>7. Gymnasium and Laconicum</p> <p>1. Uneven floors and ramps</p>	<p>Students, adults and staff including general museum visitors in groups</p>	<p>1. Floors made of concrete with metal ramps. Some Roman paving preserved within pavement is uneven. General visitors warned when entering baths area and Clore Learning Centre visitors warned by staff.</p>				

2. Paving edges to exposed archaeology of the Phase 1 bath are unguarded		2. Very low drop and pea gravel used to provide protection for archaeology below and minimise treading of soil that might cause slipping if trodden onto paved surface.				
8. Craft Workshops Scissors and other craft equipment	Students, adults and staff	Equipment graded to suit the age range and ability of students				
9. First aid	Students, adults and staff	There are designated First Aiders on site at all times. First Aid kits are located in each classroom and the Investigation Zone. In addition, school groups to bring their own First Aiders.				
10. Emergency Evacuation	Students, adults and staff	Emergency evacuation procedures reviewed regularly, updated and practised.				

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Assessor: Lindsey Bradley

Manager: Stephen Clews

**Bath & North East
Somerset Council**