

Thank you for booking a tour at the Dock Museum

Please be aware that the Dock Museum building and site have inherent risks, including deep water and mezzanine floors over the dock. When visiting the museum, please ensure the correct ratio of adults will be available to supervise pupils.

Schools are welcome and encouraged to risk assess the site and building prior to the scheduled visit.

ACTIVITY: Educational visit to the Dock Museum

HAZARD	CONTROLS	RISK RATING & LEVEL (likelihood x severity)
Falling object - Heavy accessible objects on display- risk of injury of public picking up heavy objects and dropping	Warding by museum staff. DO NO TOUCH signs displayed at vulnerable objects. Objects with moving parts have been immobilized. School groups informed during school tours objects must only be handled under supervision. Objects positioned so they cannot fall off display by accident.	1=low
Fire - Wheelchair users- evacuation if fire brigade not able to attend	2 hour safe holding areas within North Stairs Fire Escape. 1 hour safe holding area within South Stairs Fire Escape.	2=low

HAZARD	CONTROLS	RISK RATING & LEVEL (likelihood x severity)
	<p>Wheelchair access restricted to 2 on lower floors.</p> <p>BAE staff member will attend in event of activation and will be able to assist.</p> <p>Evacuation procedures in place.</p> <p>Evacuation chair available for individuals able to manoeuvre themselves into the chair, & staff trained in its operation.</p>	
<p>Trip or slip on the same level - Visitor access to main porch-slip hazard when raining</p>	<p>Anti-slip flooring</p> <p>Anti-slip mat at entrance.</p> <p>Squeegee used to remove access standing water throughout the day, if required.</p>	<p>1=low</p>
<p>Fall from Height - Dock hall galleries- falling from height of top & middle floors</p>	<p>Barriers installed around the upper levels of the Shipbuilder's gallery.</p> <p>Warding staff vigilant when groups of young people in.</p> <p>Booked school groups have to be accompanied by appropriate numbers of adults, according to the school's guidelines.</p> <p>Booked groups briefed of layout/house rules i.e.: No running/climbing and to take particular care on the stairs</p> <p>Polycarbonate sheeting installed in 2013 to make climbing over the bannisters very difficult.</p>	<p>1=low</p>
<p>Equipment related - Passenger lift: delay to releasing passengers from lift.</p>	<p>Lift alarm button installed, checked daily by staff.</p> <p>Alarm sounds near reception desk.</p>	<p>0.5 = Low</p>

HAZARD	CONTROLS	RISK RATING & LEVEL (likelihood x severity)
	<p>Direct line to Concept elevators installed in lift, passengers are reassured help is on the way.</p> <p>Fire alarm procedure in place.</p> <p>Fire service can be called out to assist.</p> <p>CCTV in lift - monitored by Securitas.</p> <p>If engineer expected time of arrival exceeds one hour staff must call out fire brigade.</p>	
<p>Trip or slip on the same level -</p> <p>Bridge access and wooden ramps - slippery surface in rain and frost.</p> <p>Build up of water on anti-slip surface could freeze and cause slips</p>	<p>"Caution Slippery Surface" signs installed on all ramps/steps and the bridge.</p> <p>Anti-slip surface installed on bridge, steps and ramps.</p> <p>Wooden railings act as handrail supports.</p> <p>grit the roads under icy conditions.</p>	1=Low
<p>Drowning or asphyxiation -</p> <p>Dockside – young children getting under railings/chains falling into water/wet sand</p>	<p>Steel railings with upper/mid/lower rails installed around entire area with twin chains at access points.</p> <p>Railings set back approx. 1 metre from edge where possible.</p> <p>2 Lifebelts provided at max distance of 60 metres at most</p> <p>Lifebelts checked daily when the Museum is open.</p> <p>“Danger Deep Water” and “No Swimming” warning signs installed around the Dock</p>	2=Low

HAZARD	CONTROLS	RISK RATING & LEVEL (likelihood x severity)
	<p>Throw-line at reception.</p> <p>Staff vigilant where possible.</p> <p>Teachers are invited to visit the site to conduct their own risk assessments. They are advised there is deep water on site and requested to ensure they have adequate staffing to supervise the children.</p>	
<p>Fall from Height - Slips, trips and falls in the playground</p>	<p>Safety matting installed.</p> <p>Site checked daily by playgrounds team.</p> <p>Site checked daily when the Museum is open by Dock Museum staff. Hazards reported to Operational Services immediately.</p> <p>Playground has inherent risks</p>	<p>3=Low</p>
<p>Dance Workshops – trips and falls/ dehydration through exercise</p>	<p>Larger groups of children (more than 20) are split into 2 to ensure adequate space for the activity.</p> <p>Adult supervision: Workshop provider present to monitor for risks, in addition to teachers and helpers</p> <p>Items of furniture moved to ensure no trip hazards</p> <p>Signage up to indicate the middle floor is closed to the public.</p> <p>Hazard tape in place to ensure the space is clear of unauthorised persons.</p>	<p>1 = Low</p>

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	<p>First aider in the building.</p> <p>Teachers may request water for children if thirsty.</p>	