

Hazard identification sheet for school groups 2021–2022

This identification sheet is designed to help you to complete a risk assessment for your physical visit to the Museum or virtual visit to a digital workshop. ***It does not replace your own risk assessment***

Fire and Evacuation

- Our Visitor Services and Security staff are trained to assist members of the public in response to an incident or evacuation of our public spaces.
- Fire Safety Policy and Fire Evacuation Procedure in place
- Fire safety systems are regularly inspected, tested and maintained

First Aid

- We have trained first aiders on site
- Sessions leaders are able to contact a first aider for assistance

Our Staff

- Safeguarding policy and procedures in place.
- All teaching staff hold a current DBS check
- Visitor Services Staff are on duty with branded uniform and name badges to provide assistance in public spaces
- Museum Security staff are present at the entrances to the Museum

Entry to and Access around the Museum

- There is an Access lift at the Great Russell St forecourt for step-free access to the colonnade. Access lifts in split-level galleries.
- Lifts with handrails are available for movement across levels with locations marked on the Museum map. Help button available in the lift and floor guide available.
- Handrail on internal stairs for movement around the galleries, teaching spaces and lecture theatres
- Wooden barriers along edge of colonnade
- Paths kept clear and marked

Visiting the Galleries, Exhibitions and Schools and Families Lunch Room (SFLR or Ford Centre)

- Lost child procedure established
- Public and non-public areas clearly marked
- Visitor services staff always on duty in SFLR
- SFLR is a designated safeguarding area adults unaccompanied by a child/ren should have no access.
- SFLR includes suites of specific children's toilets in designated child protection zone
- SFLR should be regularly cleaned during day
- Session staff available in teaching spaces to direct use of an unfamiliar space
- Regular cleaning program in place

Covid-19

- Entry to Museum site via timed ticket only
- Information on the website and at booking on not attending if unwell with Covid symptoms or self-isolating; recommending face coverings (unless exempt); on regular hand washing and to be considerate of others particularly in smaller spaces.
- Hygiene signage and hand sanitiser stations available on site.
- NHS Test and Trace: We are offering visitors, over the age of 16, the opportunity to participate in [NHS Test and Trace](https://www.britishmuseum.org/test-and-trace-procedure) should they wish to do so. Full details and policy available here:
<https://www.britishmuseum.org/test-and-trace-procedure>

Schools Programmes Hazard Categories 2021–22

Hazard category and Examples of programmes	Possible Hazard identified	Control Measures in place
<p>Hazard category A: these programmes take place in the lecture theatres or in formal teaching spaces and do not involve hands-on, practical or physical activities. They involve the viewing of presentations projected on to a screen for the whole group.</p> <ul style="list-style-type: none"> • Classics close up • Daily life in ancient Egypt • Egyptian mummies • Greek myths • History close up • How Roman was Roman Britain? • Lives of the ancient Maya • People of Benin • Teacher training: all gallery-based and classroom-based teacher training without handling/ICT use 	<ul style="list-style-type: none"> • Adverse reaction to projected images on screen • Adverse reaction to enclosed space 	<ul style="list-style-type: none"> • Session leader always able to contact first-aider • Air conditioning in all lecture theatres • Museum staff direct all users to seats • Students with accompanying adult able to exit taught session space at any point
<p>Hazard Category B: these programmes take place in a gallery or a classroom or other teaching space. They may involve handling of replicas and/or museum objects, dressing up, minor use of projected presentations, use of pencils/crayon and minor use of digital display screens.</p> <ul style="list-style-type: none"> • A question for the people • Classics study day 	<p>Some or all of:</p> <ul style="list-style-type: none"> • Scratches, punctures due to handling objects • Choking on small objects • Irritated or allergic reaction • Adverse reaction to projected 	<ul style="list-style-type: none"> • Handling objects checked by staff before session • Handling procedures explained • Handling supervised • Use of non-allergenic materials where possible • Recommendation to wash hands after sessions in teacher notes • Session leader always able to contact first-aider

<ul style="list-style-type: none"> • Excavation in Egypt • How to find out about Greek Life • Maths challenge • Relationship and sex education • SEN: museum explorer • SEN: taught handling • Storytelling for young writers • Teacher training: all teacher training involving handling of objects • The Persian wars • The world in AD 900 	<p>images on screen</p>	<p>Students with accompanying adult able to exit taught session space at any point</p>
<p>Hazard Category C: these programmes may involve drama, dance or other movement activities, activities involving art or other materials which could get into eyes, mouths, damage clothes, prompt allergic reactions or be toxic, use of cutting tools and equipment, paint, inks and dyes.</p> <ul style="list-style-type: none"> • Gallery art sessions • Japanese Printmaking • Museum maths • Printmaking for young artists • Teacher training: all teacher training involving art 	<p>Some or all of:</p> <ul style="list-style-type: none"> • Cuts and punctures through use of cutting tools, sharp points • Spillage and staining with ink/paints • Ink/paints in mouth/eyes • Limb twists, strains, knocks 	<ul style="list-style-type: none"> • Provide cutting frames or stable surfaces for cutting process • Explanation to and supervision of participants in safe use of tools, appropriate conduct • Use of child-safe materials and tools when available • Where necessary, protective clothing provided • Advise schools in teacher notes to bring suitable clothing • Washing facilities nearby; • Recommendation to wash hands afterwards in teacher notes • Use of suitable space for activities <p>Session leader always able to contact first-aider</p>
<p>Hazard Category D: these programmes make significant use of digital technology in the Samsung Digital Discovery Centre, the museum galleries or both.</p> <ul style="list-style-type: none"> • A gift for Athena (+ category A) • Decoding ancient Egyptian tomb paintings (+ category A) • Introduction to the ancient Greek world for SEN students (+ category A) 	<ul style="list-style-type: none"> • Eye strain or adverse reaction to significant use of digital display screens • Electric shock • Trip hazard 	<ul style="list-style-type: none"> • Provide screen breaks within structure of session • Visual check of equipment during set up • Students should be reminded not to touch wires, sockets or connections <p>Faulty items should be immediately removed from sessions</p>

<ul style="list-style-type: none"> • Teacher training: all teacher training ICT sessions in SDDC or involving significant use of ICT 		
<p>Hazard Category E these events involve video and audio connections between the Museum and school classrooms.</p> <ul style="list-style-type: none"> • Virtual Visit: Indus Valley investigation • Virtual Visit: Peek into prehistory • Virtual Visit: Roman Britain treasure challenge • Virtual Visit: Touring Greek temples • Virtual Visit: Myth-busting ancient Egypt 	<ul style="list-style-type: none"> • Eye strain or adverse reaction to significant use of digital display screens Exposure to harmful content 	<ul style="list-style-type: none"> • Provide screen breaks within structure of session • Use safety controls within the connection platform