

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

This is a basic risk assessment to help you plan your visit to Summerlee Museum of Scottish Industrial Life. All schools should conduct their own risk assessment prior to bringing a school group to the museum.

General Health & Safety Information:

- Summerlee Museum has first aid boxes located in the reception, the ironworks building (education suite), the engineering workshop, the tram depot and the miner's cottages.
- Summerlee Museum has staff trained in first aid procedures.
- Summerlee Museum has staff trained in fire safety.

Area/Situation	Potential Hazard	Potential Risk Level (L=low, M=medium, H=high)	Control Measures	Risk Level (if control measures and avoidance guidance are followed)
Arrival at Museum\departure from the museum	Slip/Trip/Fall when mounting/dismounting coach/minibus	L	School staff to supervise children at all times.	L
	Injury from road/traffic accident	L	Children embark and disembark from coaches/buses onto paved area directly outside the museum gates. School staff to supervise children at all times.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

Museum Grounds	Slip/Trip/Fall due to a variety of surfaces within the site such as cobbled walkways, tramway, inclined pathways, grassed areas and uneven surfaces	M	School staff to supervise children at all times. Museum staff will advise school staff of potential hazards in the grounds on arrival.	L
	Injury from tram collision	L	School staff to supervise children at all times. Tramdrivers are fully qualified and follow strict driving regulations. Tramway is clearly identified.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

	Lost/Wandering Children within the ground	M	School staff to supervise children at all times. A 'Lost Children Collection Point' is located in reception area of exhibition hall. Museum front-of-house staff wear clearly identifiable uniforms and all staff wear identity badges and will direct/accompany lost children to 'Lost Children Collection Point'	L
	Contact with members of the public	M	School staff to supervise children at all times. Museum Staff are clearly identifiable by uniform and/or identity badges.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

	Injury in play area	M	School staff to supervise children at all times All play equipment adheres to North Lanarkshire Council's Health & Safety standards. Equipment is regularly checked by site assistants for any damage/disrepair	
	Canal – water-related accident	M	School staff to supervise children at all times. Floatation devices are accessible from banks of the canal. Clear signages identifies the canal and potential hazard.	L
	Slip/Trip/Fall	L	School staff to supervise children at all times. Stairways/Steps are clearly marked Some exhibition areas are clearly blocked off when potential trip hazard is apparent	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

Exhibition Hall	Interactives – sharp edges. moving objects, etc.	L	School staff to supervise children at all times. All interactives adhere to North Lanarkshire council's Health & Safety standards. Clear instructions/guidance is available with each interactive.	L
	Contact with members of the public	M	School staff to supervise children at all times. Museum Staff are always on patrol in the exhibition hall. Museum Staff are clearly identifiable by uniform and/or identity badges.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

	Lost/Wandering children in exhibition hall	M	School staff to supervise children at all times. A 'Lost Children Collection Point' is located in reception area of exhibition hall. Museum front-of-house staff wear clearly identifiable uniforms and all staff wear identity badges and will direct/accompany lost children to 'Lost Children Collection Point'. A tannoy system is in place in the exhibition hall to report any lost children to supervising adults.	L
	Doors – trapped fingers or other body parts	L	School staff to supervise children at all times. All doors are clearly marked and are fitting with access buttons.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

Tram	Slip/trip/fall when mounting/dismounting the tram	M	School staff to supervise children at all times. Trams doors are fitted with handles. Tramdriver provides instruction to all travellers.	L
	Collision with other vehicle whilst riding the tram	L	Very few other vehicles move within the museum grounds and a strict speed limit is observed. Clear signage is provided to other vehicles advising their responsibilities whilst travelling through tram areas Tramdrivers are fully qualified and trained to deal with potential collision and would take precautionary avoidance measures.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

Miner's Cottages	Slip/trip/fall whilst entering, leaving and moving within the cottages	M	School staff to supervise children at all times. Museum staff are permanently stationed in miner's cottages to assist visitors and advise of potential hazards.	L
	Injury by contact with exhibition objects	M	School staff to supervise children at all times. Museum staff are permanently stationed in miner's cottages to advise visitors of any object related hazards. All objects are displayed behind a barrier in unmonitored areas.	L
	Open coal fire in 1910 cottage	H	School staff to supervise children at all times. Museum staff are permanently stationed in 1910 cottage to safeguard the fire. Fire extinguishing devices in located in cottage. Museum staff are trained in fire safety.	H

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

Replica Mine	Slip/Trip/fall whilst visiting the mine	H	School staff to supervise children at all times. 2 members of museum staff always accompany visitors to the mine. All trip hazards are identified to visitors by staff. Staff are equipped with torches and highlight hazardous areas.	M-L
	Head injury whilst visiting the mine	M-H	School staff to supervise children at all times. 2 members of museum staff always accompany visitors to the mine. All potential head hazards are identified to visitors by staff. All visitors are equipped with a safety hat prior to entering the mine.	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

	Anxiety/ Phobic reaction whilst visiting the mine	L	School staff to supervise children at all times. Museum staff advise all visitors of the conditions in the mine prior to entry. Staff are trained to facilitate both individual and group exits in the event of any incident.	L
Workshops	Injury while handling museum objects	L	School staff to supervise children at all times. Museum staff are appropriately trained to facilitate object handling. Museum staff make all workshop participants aware of potential hazards prior to contact with objects, e.g. if objects is heavy, sharp, an potential irritant, etc.	L
	Slip/Trip/Fall whilst in dressing-up costumes	L	School staff to supervise children at all times. Museum staff advise children of potential hazard prior to dressing-up sessions	L

Risk Assessment Information for school groups visiting North Lanarkshire Council Museums

	Injury while using pens/pencils/paint	L	School staff to supervise children at all times. Museum staff advise children of the potential hazards prior to sessions starting. All equipment is fit for purpose and assessed prior to use.	L
--	---------------------------------------	---	--	---