

HAZARD: CHILDRENS GROUP VISITS: Externally supported

PERSONS at RISK: Children/teachers/support staff

HOW MIGHT THEY BE HARMED: various on visit to museum

SUBJECT AREA: Life long learning Sessions

Hazard Score (PSR):



Keeping the story alive

Hazard	Findings	PLR	RRN
Circulation Routes, General Arrangements,	<ul style="list-style-type: none"> All areas of the Museum are well organised with clear routes of circulation. Most displays are separated from walkways using barriers. All barrier systems movable in case of fire evacuation. Rest points are in place at various stages throughout the museum. Groups to be made aware that running in the Museum is not tolerated. 	1 1 1 1 1	3 3 3 3 3
Lost children	<ul style="list-style-type: none"> Found children will be taken to the Shop. Children should be made aware of uniformed Museum Assistants- and to approach them for assistance when necessary and not members of the public. All Museum Assistants have walkie talkie radios. All museum assistants and customer facing staff have current CRB certificates. 	1 1 1 1	3 3 3 3
Children leaving the Museum without permission	<ul style="list-style-type: none"> Children should be made aware that they are not to leave the building but the Museum cannot take responsibility for children leaving the building. The only exit is through a well staffed Shop or alarmed exits. 	2 1	6 3
Electricity Electrical failure/power	<ul style="list-style-type: none"> A current Certificate of Electrical Installation is available on site. A bi-annual inspection procedure is in place for all portable electrical equipment. This is undertaken by a competent person and adequate records are available. Certificate of inspection (institute of electrical Engineers) for the premises. 	1 1 1	3 3 3

Exhibits and displays	<ul style="list-style-type: none"> • Your group will be asked not to touch exhibits or displays both for their safety and to conform to our collection care policy. • Most objects are fully secured with appropriate materials and unless inappropriate behavior is occurring, are very unlikely to fall unless knocked. • All vehicles are parked with the hand brake applied and keys removed. Vehicles do not have petrol in the tanks and those which can be locked are done so to prevent unauthorised access. • Signage displayed encouraging parents/guardians to supervise children and prevent them from attempting to climb on, or gain access to vehicles. • Most exhibitions and displays are placed behind barriers although some are interactive walkthrough areas. These areas are well organised and all tools, bikes and other features are securely fastened down. There appeared to be no specific hazards in these areas. 	1 1 1 1 1	3 3 3 3 3
Other adults	<ul style="list-style-type: none"> • We cannot vet all Museum visitors so ensure the group are aware of • "Danger with Strangers" • Security cameras throughout • Museum assistants are present around the galleries. 	1	3
Fire	<ul style="list-style-type: none"> • The evacuation procedure will be explained to your group on arrival. • A two minute siren will sound while staff check to see if evacuation is necessary. • Please listen for further instructions on the tannoy system • If evacuation is needed please leave the building via nearest route museum staff will be on hand to guide you. • The meeting point is the glass obelisk on the far side of Millennium Place (pedestrian area outside the Museums front entrance). • Each external party is to carry out their own role call and notify the Museum of anyone missing. • An automatic fire warning and detection system is in place at the premises. This is a mixture of smoke and heat detectors, and manual call points. This is linked to a full building sprinkler system which serves all areas of the premises. • Escape routes and signs were suitably located and appropriate. These have been subject to a check from the local Fire Officer and Building Inspection Officer. All escape routes from all areas appeared to be less than 18 metres from an exit or a choice of exit routes. 	1 1 1 1 1	3 3 3 3 3

<p>Fire extinguishers</p> <p>Wheelchair Users or and people with limited mobility</p> <p>Hearing impaired visitors.</p>	<ul style="list-style-type: none"> • The alarm is on a direct radio link to a call centre and battery back up is in place should a power failure occur. • Evacuation procedure leaflet and map showing fire exits and meeting place is available to group leaders if requested. • The visiting group is informed of fire procedures on arrival • Regular internal checks that fire exit points are clear. • Annual Service Contract and interim checks carried out. • Warned that lifts cannot be used • We supply transportation chairs for evacuation down the stairs. • Museum staff will guide visitors to safe areas while awaiting assistance. • Red flashing lights located around the building to indicate fire alarm • Rely on hearing members in the party to raise their awareness. 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>6</p> <p>3</p>
<p>Conflict – Staff / Visitors</p>	<ul style="list-style-type: none"> • Move children/adults to a safe area. • CCTV system in place. • Museum Assistants carry a radio at all times in case extra assistance is needed. • Direct radio link with CV1 Security and other members of staff. • Senior staff have undertaken Violence and Aggression training. • Documented procedures with coded signals. 	<p>1</p>	<p>3</p>
<p>Shop Area</p> <p>- Small area for large groups</p>	<ul style="list-style-type: none"> • Free standing units may fall if pushed • We would advise you to limit numbers into shop when visiting group is large. Approximately 30 would be fine. 	<p>1</p>	<p>3</p>
<p>Medical Emergency</p>	<ul style="list-style-type: none"> • Qualified First aiders available to assist • The Museum has trained staff to the HSE Four Day First Aid at Work standard. At least one first aider is on duty at all times the premises is open. • First aid is provided to employees and members of public. This would be provided by the same first aiders who are trained in first aid at work. • You are responsible for bring medication for pre determined conditions. 	<p>1</p> <p>1</p>	<p>3</p> <p>3</p>

Heating and Ventilation.	<ul style="list-style-type: none"> Roof fans are used in addition to the main air handling unit and the ventilation seemed suitable and sufficient in all areas. 	1	3
Lighting	<ul style="list-style-type: none"> Normal and emergency lighting in all areas. Some areas of the museum has low lit lighting for special effect purposes The Museum has back-up lighting in case of failure Museum Assistants have torches and will assist in evacuation if necessary 	1 1 1	3 3 3
Floor Conditions	<ul style="list-style-type: none"> General floor and traffic routes well maintained and in good condition. 	1	3
Thrust SSC	<ul style="list-style-type: none"> Access to the simulator is through a purpose built display unit system The gantry is inspected weekly by museum staff and formally inspected by Zurich Municipal on a bi-annual basis. A connecting door is magnetically locked to prevent customers entering the simulator area whilst in operation. An interlocking system is in place to ensure the simulator is stopped should the connecting door be opened. The operators have radios for communication. Museum assistant / simulator operator monitoring access on/off and is responsible for the area and is on duty at all times Emergency/Safety button available inside. Height restrictions in place, at the discretion of the museum assistant on duty. Exceptions may be made for school parties with the teachers permission Exceptions may be made providing the child is accompanied by responsible adult. 	1 1 1 1 1 1	3 3 3 3 3 3
Access and Egress	<ul style="list-style-type: none"> The main entrance to the museum is via a pedestrian area; therefore moving vehicle hazards are eliminated. The main doors are automatic and inspected on an annual basis. Smoking bins are provided at the entrance to encourage smokers to extinguish all smoking materials before entering the premises. A security notice is in place clearly communicating rules of the museum. The admissions policy is No unaccompanied Under 8's. Disabled access is in place via a ramp into the shop area. 	1	3

Outside Area	<ul style="list-style-type: none"> The outdoor area to the front of the museum is occasionally used for car shows and similar events. Permission is required from CVOne Town Centre Security and specific risk assessments are undertaken. 	1	3
Cycle gallery	<ul style="list-style-type: none"> Objects are secured with appropriate systems, however no climbing on the collection is allowed. 	1	3
Landmarques	<ul style="list-style-type: none"> To enhance the experience, the area has low lighting. Those with specific visual requirements should let us know before hand and should be accompanied. The area is regularly patrolled and checked 	1	3
Blitz	<p><u>Flashing Lights may be hazardous to those with epilepsy.</u></p> <ul style="list-style-type: none"> All effects are on for very short periods An alternative route can be taken to avoid this area. The floor in this area has two very small steps that have been painted white to aid visibility. 	1	3
Boomtown	<ul style="list-style-type: none"> These areas have slow rotating display units which could present trapping hazards to young children However, the public should not be accessing these areas. Cats eyes are present for visual affect, along the walk way road which could cause tripping. This is signposted before entering onto the road There is a interactive exhibit that has moving parts 	1	3
Lifting Equipment	<ul style="list-style-type: none"> There are three passenger lifts within the museum. One is a general passenger lift and two are to assist disabled visitors. The lifts are subject to a six monthly maintenance and test. 	1	3

Reviewed 2010

Museum of British Road Transport Trust [Coventry] Limited; Registered in Cardiff, Wales, No. 4698097

Registered under the Charities Act 1960, Registration No. 1113605

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