

Scottish Fisheries Museum

Risk Assessment for visiting schools



Area	Potential risk	Useful information / description	Risk Avoidance	Risk level (if risk avoidance advice followed)
Coach set down / pick up, and entry to /exit from the Museum	Injury from road traffic accident	One busy road to be crossed from the Coach parking area directly across to the Museum. Narrow pavements outside the museum.	Due care and attention from teachers and pupils.	Moderate
Inside the museum 1	Minor injury due to trips, slips and falls caused by distraction	The Museum has a number of ramps to allow for disabled access. Galleries include glass cases. The museum adheres to strict health and safety rules including use of safety glass.	Due care and attention from teachers and pupils. Visitors should always walk and never run inside the Museum buildings. Teachers advised to remind children to be careful when walking up and down ramps, and to not impede passage for other visitors through doors etc.	Low
Inside the museum 2	Fishing lines with hooks within reachable distance. Boatyard currently has many large, wooden items on display which present some trip, splinter or sharp edge hazards.	Many items within the museum's collection are not behind glass, which create a more 'immediate' connection with the collection but means that items can be touched.	Due care and attention from teachers and pupils. Teachers advised to remind children not to touch exhibits unless a sign is present that says 'please touch'.	Low

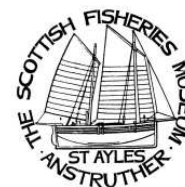
Inside the Museum 3	Minor injury when climbing into bunk beds.	The Steam Gallery includes a bunk bed area designed for children to climb into - children tend to crowd into the bunks where it is easy to bang their heads in the tight space.	Supervised use of bunks with only a few children at a time.	Low
Inside the museum 4	The Zulu platform has potential for a small child to fall under the railings.	The Zulu platform is a ramp which circles around the museum's boat the Research ending above the height of the boat itself. The platform has an open wooden and metal rail around the edges.	Due care and attention from teachers and pupils, particularly young children when in this area.	Low
Inside the museum 5	Lost children	The Museum has a rather complicated layout due to being a series of connected old buildings. There are currently no gallery assistants present in the museum.	Due care and attention from teachers and pupils. Teachers should brief pupils on what to do if they are separated from the group – advice is for child to stay put so teacher can retrace steps and locate pupil. Groups should follow the recommended ratios: 1 adult:10 children (Early years and P1 require a higher number of adults)	Low
Inside the Museum 6	Slip hazards	In very wet weather leaks in the roof may cause unexpected and severe slip hazards	Due care and attention from teachers and pupils – look out for yellow caution signs placed next to buckets and wet areas on floor.	Low

Courtyard outside Museum 1	Minor injury due to trips, slips and falls caused by distraction / accessing restricted areas.	The courtyard has slightly uneven surfaces on the paths. There are also wooden stairs leading to a raised wooden platform which is currently cordoned off from the public but this is at times ignored.	Due care and attention from teachers and pupils. Visitors should always walk and never run in the courtyard. Do not enter areas cordoned off from public without express permission from Museum staff.	Low
Courtyard outside Museum 2	Injury due to knocking over / picking up large/heavy items on display.	The courtyard has several larger items from the collection which can be touched, in particular a grouping of smaller sizes anchors which could possibly be knocked over onto an individual or dropped onto toes.	Display items in Courtyard area are designed to be touched with due care and attention from teachers and pupils.	Low
Fisherman's Cottage and Net Loft	Minor injury due to trips, slips and falls caused by distractions.	<p>A small set of steps lead up to the Fisherman's Cottage. A set of internal stairs lead up to the Net Loft.</p> <p>The rooms are small and a large class may require to enter in separate groups.</p> <p>The Net Loft display of baskets, nets and other items are not behind glass or a barrier</p>	<p>Due care and attention from teachers and pupils when going up and down both internal and external stairs, particularly in wet / icy weather.</p> <p>Group waiting at the bottom of the stairs in the courtyard are to be supervised at all time (also see above 'Courtyard' information.</p> <p>Pupils to listen and adhere to instructions and guidance given by teachers / guides with regards to accessing these rooms.</p>	Low

Toilets	Unsupervised interaction between pupils and other visitors	All toilets are accessible by all visitors.	Teachers to supervise pupils in toilet areas (not inside cubicles)	Low
Fire	Severe personal injury	A loud sustained bell will sound. Teachers / guides / workshop leaders should usher group out of nearest emergency exit and assemble across the road in the car park.	Teachers to brief accompanying adults on procedures. All groups are to book visits ahead of time. All groups led by adults with any condition that may impair rapid evacuation to alert Museum on booking. Details of emergency exits and fire extinguishers attached to Risk Assessment document. Teachers are encouraged to visit the museum before the class to familiarise themselves with locations of fire exits and extinguishers.	Low
Personal belongings including coats, bags and lunches	Theft	Our Education Centre can be booked for classes to leave bags, coats and lunches (if available) and can be locked on request – please discuss this when booking your visit.	No money, cameras, mobile phones or other expensive equipment to be left in the Education Centre or anywhere else in the Museum. The Museum cannot take responsibility for any loss or damage to visitor's items.	Low

Museum staff / workshop leaders / guides	Unsolicited interaction	All staff, guides and workshop leaders / workshop leaders go through the Enhanced Disclosure procedure. No sessions require children to be left alone with workshop leaders / guides.	Pupils should not be left alone with a guide / workshop leader unaccompanied by an adult from school	Low
Object handling	Minor injury when handling objects from our handling / loan kits. Allergic reactions to materials	All handling objects are checked for potential hazard. No hazardous materials / poisons used.	Pupils to listen and adhere to instructions and guidance given by teachers / guides / workshop leaders on safe handling of objects. Groups to alert Museum on booking if any member has known allergies	Low
Electrical equipment and sockets	Electric shock	All equipment and sockets are tested regularly. Pupil use is rarely required.	Pupils to listen and adhere to clear instructions and guidance given by teachers / guides / workshop leaders on safe use of equipment.	Low

Assessed by Learning and Access Officer, Scottish Fisheries Museum
Date 18 August 2010



Scottish Fisheries Museum

Fire Alarm procedure for visiting schools

If the fire alarm should sound while you are visiting the museum, please make your way to the nearest Emergency Exit to leave the Museum, and assemble at the Muster Point which is the Car Park directly across from the Museum.

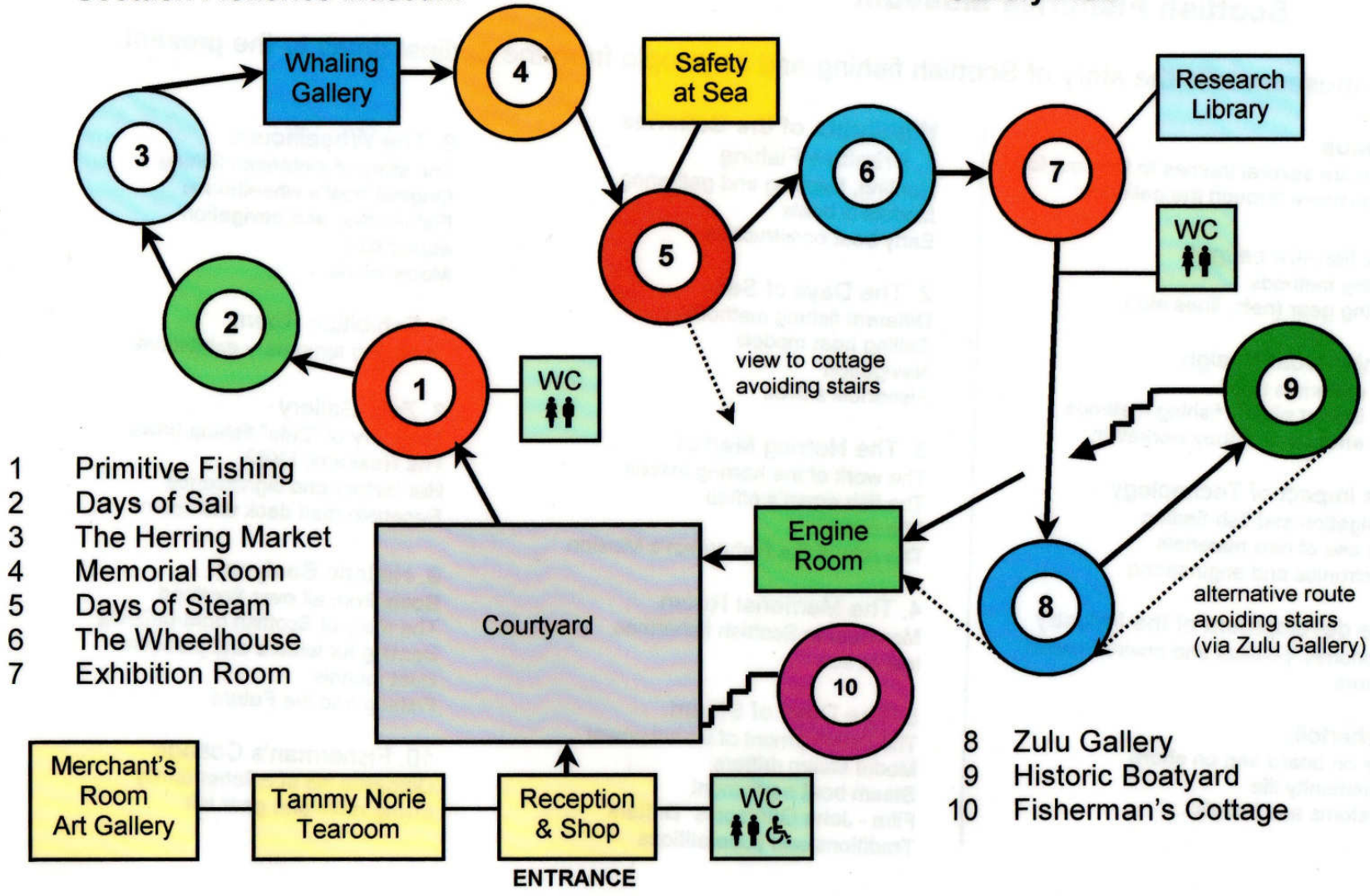
Location of Fire Extinguishers and Exits

1. Next to wooden door (main entrance to Museum)
 - Powder Extinguisher
 - Carbon Dioxide Extinguisher
 - FIRE EXIT
2. Up ramp, under circular window (next to phone for wheelchair users)
 - Water Fire Extinguisher
3. Outside Curator's Office in 'Days of Sail' Gallery
 - Water Fire Extinguisher
 - FIRE EXIT
4. Herring Market gallery
 - FIRE EXIT
5. Whaling Gallery
 - Water Fire Extinguisher
6. Steam Gallery
 - Water Fire Extinguisher
 - FIRE EXIT
7. Wheelhouse (Brighter Hope)
 - Fire extinguisher (at door of Brighter Hope)
 - FIRE EXIT
8. Temporary Exhibition Gallery
 - Foam Fire Extinguisher
 - Water Fire Extinguisher
 - FIRE EXIT

9. Zulu Gallery - bottom of stairs, next to 'Zulu' video
 - FIRE EXIT
10. Research Gallery, "point" of Research boat
 - FIRE EXIT – into Engine Room
11. Corridor, leading to Education Room
 - FIRE EXIT
 - Fire Extinguisher?
12. Top of stairs outside the Zulu Gallery, leading to Boatyard
 - Water Fire Extinguisher
13. Above Boatbuilding viewing platform
 - Water Fire Extinguisher
14. Boatbuilding viewing platform, by model boats gallery
 - Water Extinguisher
 - FIRE EXIT
15. Boatyard - at bottom of the 'Lively Hope'
 - FIRE EXIT
16. Boatyard, next to switches and exit ramp into 'John Noble Gallery'
 - 2 x Water Fire Extinguishers (one on each side)
 - CO2 Fire Extinguisher (at side of boat)

Scottish Fisheries Museum

Gallery Plan



- 1 Primitive Fishing
- 2 Days of Sail
- 3 The Herring Market
- 4 Memorial Room
- 5 Days of Steam
- 6 The Wheelhouse
- 7 Exhibition Room

- 8 Zulu Gallery
- 9 Historic Boatyard
- 10 Fisherman's Cottage