

**UCL Grant Museum of Zoology**

**Hazard Identification List for use by teachers when compiling Risk Assessments**

NOTE: This sheet does not constitute a full risk assessment. It is the responsibility of the teacher to use this information, while also compiling their own assessment which may be supported by a prior site visit.

Access

* The public area of the museum is Ground Floor access.
* The Grant Museum of Zoology located on the corner of Gower Street and University Street.
* There is no cloakroom. Teachers and pupils will take instruction from the member of staff on duty as to how and where to store coats and bags safely.
* Toilets are located on the same floor as the Museum, through the doors to the right of the Museum’s internal entrance doors.

Floors

* The museum is on a single floor.
* Surface is wood. Tripping hazard is minimal.

Doors

* The museum has one main door. These doors are heavy fire doors and cannot be propped open.
* A second set of swing doors are also in the Museum leading to a fire exit. These doors are heavy and pose a hazard should they be attempted to be open as they can trap hands and fingers, due to their weight they are likely to cause serious injury.

Displays and Objects

* There are museum specimens on open display outside of cabinets in the Museum. These specimens are not fixed and some are heavy if they are touched or pulled over they may cause serious injury. Instructions will be given to the group during the introduction not to touch or handle any of the specimens on open display.
* We require that pencils only are to be used and a clear instruction given to the children not to touch the specimens.
* No food or drink to be consumed in the museum, if packed lunches are brought they must not be opened in the museum.

Accessibility

* Wheelchair access and accessible toilets are on the premises.
* We recommend children making use of accessible facilities to be accompanied by an adult.

Emergencies

* There will be a member of museum staff present in the museum for the duration of the all pre-booked group visits. This staff member is responsible for the safety of the group while in his or her care and will in the event of an emergency ensure that the group is taken to a safe area outside the building.
* Trained first aiders are on-site or an emergency phone call away, also on site.
	+ Note: It is the responsibility of the school to carry personal medication such as epi-pens if there is a child/children in their class who has special medical requirements.
* In the event of a fire evacuation, please leave the room following the instructions of the member of staff in an orderly fashion and follow further instruction by uniformed UCL staff who will direct you to leave by the nearest exit and point you to a safe assembly point. DO NOT STOP TO COLLECT COATS OR BAGS.
* While outside the collection at the safe assembly point, staff will update you and then allow you back into the building once the all-clear has been given and security staff have returned to their posts.

Specific Hazards

None