

Risk Assessment
Migration Museum
Lewisham Shopping Centre
Hazard Identification for visiting groups
2020



- This Risk Assessment table is designed to help you to plan for your museum visit. It does not replace your own risk assessment.
- We have identified the hazards and controls put in place by the Migration Museum. You may wish to think about where your group should implement its own measures outside the control of the museum.
- The Migration Museum has full evacuation procedures in case of emergency or fire. All fire exits are clearly marked, and all staff have received training in evacuation procedures. We will brief visiting groups on these procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation.
- The Migration Museum has an up-to-date policy on the protection and safeguarding of children in line with the requirements of the 2006 Safeguarding Vulnerable Groups Act.
- Please remember that the competence, behaviour and any special needs of your group should be taken into consideration when planning supervision and activities within the Migration Museum.

Location of Possible Hazards	Possible Hazards Identified by Migration Museum	Existing Control Measures
Station approach	<p>Busy public area with large main road and traffic intersection between the train station and Lewisham Shopping Centre.</p> <p>Cars and buses on busy main road</p>	<p>The Migration Museum asks that group leaders take precaution when groups to the shopping centre, that they use the crossings provided and that multiple responsible adults assist students with the crossings.</p>
Lewisham Shopping Centre	<ul style="list-style-type: none"> • Public space where students may get lost or separated • Multiple entrances to the centre, students could access the local area or busy main roads • Various food and temporary vendors, trip hazards 	<p>Staff are vigilant to keep an eye on students entering and exiting the Migration Museum space. Where possible staff can greet or accompany teachers from the entrance of the shopping centre.</p> <p>We require all students to be supervised during their visit by an accompanying member of staff or a responsible adult.</p>

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WALL installation	<ul style="list-style-type: none"> • Installation of two large sections of the Berlin Wall, potential trip hazard or obstacle 	Staff patrol this area to ensure people do not climb on the installation.
Toilets	<ul style="list-style-type: none"> • The main toilets are situated at the entrance to Lewisham Shopping Centre in the public space outside the museum; students could get lost • Staff toilets are available upstairs in the non-public area of the museum premises; students could get lost or fall on stairs. 	<p>Staff advised to visit toilets with groups of students at the beginning and end of their visit. We require students to be assisted by staff or a responsible adult when using the staff toilets in the museum.</p> <p>Care should be taken on the stairs. Handrail and non-slip paint used to prevent injury.</p>
Shop	<ul style="list-style-type: none"> • Books on shelves, could potentially fall and injure • Small items for sale, choke hazard • Display cases at various heights, trip hazard 	<p>Staff are aware of potential hazards and will keep watch over these areas during visits.</p> <p>Students are asked not to touch these items.</p> <p>Only ten students are permitted in the shop at once and must be accompanied by a member of staff or responsible adult at all times.</p>
Temporary exhibition space	<ul style="list-style-type: none"> • Humanæ temporary exhibition space, small table and chairs, trip hazard • Entrance to the shopping centre, students could get lost 	<p>Staff are aware of potential hazards and will keep watch over these areas during visits.</p> <p>Staff are vigilant to keep an eye on students entering and exiting the Migration Museum space.</p>
100 Images Gallery	<ul style="list-style-type: none"> • Large photographs printed onto hard metal board displayed on easels; could be knocked into. • Images could fall and injure someone 	<p>No running is allowed in the space and we ask that visitors do not touch the images</p> <p>Museum staff are vigilant to the potential hazards in this space and keep watch over it during visits.</p>

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Education and Events space	<ul style="list-style-type: none"> • Chairs; potential trip or fall. • When folding fingers can get stuck • Other materials such as paper, scissors or string may be used for different activities during workshops 	Staff are aware of potential hazards and will keep watch over these areas during visits. Students are warned and advised how to use the chairs and materials appropriately. Staff and responsible adults are required to supervise.
Cloakroom	<ul style="list-style-type: none"> • Coats and bags may become trip hazards if hung or placed incorrectly 	Students are asked to act sensibly when hanging coats and bags in cloakroom area. We ask that no more than 5 students enter the cloakroom to deposit or collect their belongings at once and that they are always supervised by a member of staff. The area is locked to the general public when not in use, access to this area is with a member of Migration Museum staff only.
Galleries Room to Breathe	<ul style="list-style-type: none"> • Small items, hair clips etc – choking hazard • Rugs – trip hazard • Mantle piece – objects could fall, not secured down • Tables and furniture – obstacles • Kitchen – ingredients on shelf could contain allergens 	Staff are aware of potential hazards and will keep watch over these areas during visits. Students are asked to be careful and not to pick up items without permission first Rugs have been secured with carpet underlay Teachers are requested to let museum staff know of anyone with allergic reaction to different ingredients
Galleries Departures	<ul style="list-style-type: none"> • These galleries are not due for competition until April 2020. Until then they will not be accessible as there are many potential work hazards. 	Visitors are not permitted in this area. Roped barriers and curtains are covering these spaces to discourage entry. Staff will keep watch over these areas of the museum.