

Risk Assessment
Migration Museum
Lewisham Shopping Centre
Hazard Identification for visiting groups
2022



- 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	Busy public area with large main road between the train station and Lewisham Shopping Centre. Cars and buses on busy main road	The Migration Museum asks that group leaders take precaution when bringing groups to the shopping centre, that they use the crossings provided and that multiple responsible adults assist students with the crossings.

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<p style="text-align: center;">Lewisham Shopping Centre</p>	<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. We require all students to be supervised during their visit by an accompanying member of staff or a responsible adult.</p>
<p style="text-align: center;">WALL installation</p>	<ul style="list-style-type: none"> ● Installation of two large sections of the Berlin Wall, potential trip hazard or obstacle 	<p>Staff patrol this area to ensure people do not climb on the installation.</p>
<p style="text-align: center;">Toilets</p>	<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. Care should be taken on the stairs. Handrail and non-slip paint used to prevent injury.</p>
<p style="text-align: center;">Shop/Makers Market</p>	<ul style="list-style-type: none"> ● Books/ on shelves, could potentially fall and injure ● Small items for sale, choke hazard ● Table corners possible injury hazard ● Exhibition sign boards, kids table & shop items a possible trip hazard ● Entrance to the shopping centre, students could get lost ● Glass window displays could be broken creating physical hazard ● Plug sockets at various points throughout the exhibition an electrical hazard ● 	<p>Staff are aware of potential hazards and will keep watch over these areas during visits. Students are asked not to touch items unless necessary. 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. Staff are vigilant to keep an eye on students entering and exiting the Migration Museum space. Students should be discouraged by group leaders and museum staff from running in the space. Covers for plugs are installed</p>

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TCoB - Tech zone	<ul style="list-style-type: none"> • Electric scooter a trip hazard • Deliveroo bike could potentially fall and injure 	Staff are aware of potential hazards and will keep watch over these areas during visits. Visiting groups should be discouraged by group leaders and staff from moving any large objects.
TCoB - Night Spot zone	<ul style="list-style-type: none"> • Animated projection could cause queasiness • Framed images could be knocked off walls 	Museum staff with first aid training will be on hand in case of any need. At-risk students can avoid this section. Students are asked to be careful and not to handle items without permission first.
TCoB - Overview projection	<ul style="list-style-type: none"> • Projection is potentially a risk for photosensitive epilepsy 	Projection can be turned off ahead of a visit given prior notice.
TCoB - Audio Booths	<ul style="list-style-type: none"> • Small bins a trip hazard • Storage area contains fall hazards 	Visitors are not permitted in this area. Roped barriers and curtains are covering these spaces to discourage entry.
TCoB - Cornershop zone	<ul style="list-style-type: none"> • Many small objects - choke hazards • Cans and product props can fall off high shelves and injure • Prop products could contain allergens • Shelves could fall if not treated with care 	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. Teachers are requested to let museum staff know of anyone with allergic reactions to different ingredients.
TCoB - Home Goods zone	<ul style="list-style-type: none"> • Rugs a trip hazard • Breakable objects could be knocked off of tables creating physical hazards • Postbox outside of section could fall and injure 	Rugs are placed against a wall and can't easily slide Students are asked to be careful and not to pick up items without permission first Staff are aware of potential hazards and will keep watch over these areas during visits.

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TCoB - Children's shop	<ul style="list-style-type: none"> ● Playmat and steps a trip hazard 	<p>Students should be discouraged by group leaders and museum staff from running in the space. Playmat is made of soft material to reduce injury risk from falls.</p>
TCoB - Construction zone	<ul style="list-style-type: none"> ● Many small objects - choke hazards 	<p>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.</p>
TCoB - Fashion zone	<ul style="list-style-type: none"> ● Low tables with sharp corners an injury hazard ● Plinths and objects on them may fall and injure ● Mirror exhibit may cause dizziness/queasiness 	<p>Students should be discouraged by group leaders and museum staff from running in the space. Visiting groups should be discouraged by group leaders and staff from moving any large objects. At-risk students can avoid this section.</p>
TCoB - Barber Shop zone	<ul style="list-style-type: none"> ● Plinths and objects on them present a fall hazard ● Small hair accessories a choking hazard ● Framed images could be knocked off walls ● Newspaper rack could fall over and injure 	<p>Visiting groups should be discouraged by group leaders and staff from moving any large objects. Staff are aware of potential hazards and will keep watch over these areas during visits.</p>
TCoB - Restaurant zone	<ul style="list-style-type: none"> ● Framed images could be knocked off walls ● Breakable objects could be knocked off of tables creating physical hazards ● Tables and chairs a trip hazard ● Long headphone cables a choking hazard if misused 	<p>Students are asked to be careful and not to pick up items without permission. Staff are aware of potential hazards and will keep watch over these areas during visits. Students must be sensible with use of cables and take turns with using headphones</p>

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TCoB - Takeaway zone	<ul style="list-style-type: none"> ● Prop ingredients could contain allergens ● Small items behind takeaway desk - potential choke hazard ● Objects on shelves not secure, could fall down ● Plant pots a trip hazard ● Glass topped table could be knocked over 	<p>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 Teachers are requested to let museum staff know of anyone with allergic reactions to different ingredients Pots are placed near walls to reduce trip hazard</p>
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Education and Events space	<ul style="list-style-type: none"> ● Chairs; potential trip or fall hazard. ● When folding chairs fingers can get stuck ● Other materials such as paper, scissors or string may be used for different activities during workshops ● Cable cover a trip hazard 	<p>Staff are aware of potential hazards and will keep watch over these areas during visits. Students are warned and advised on how to use the chairs and materials appropriately. Staff and responsible adults are required to supervise.</p>
Cloakroom	<ul style="list-style-type: none"> ● Coats and bags may become trip hazards if hung or placed incorrectly 	<p>Students are asked to act sensibly when hanging coats and bags in cloakroom area. We ask that no more than 5 students use the cloakroom to deposit or collect their belongings at once and that they are always supervised by a member of staff. The area is curtained off from the general public when not in use, access to this area is with a member of Migration Museum staff only.</p>