



Risk Assessment for Groups visiting the Museum

The following Risk Assessment is aimed at groups and individuals wishing to visit the Lakeland Motor Museum.

The Lakeland Motor Museum cannot take any responsibility for any omissions in the risk assessment. We would encourage any visiting party to carry out their own risk assessment, specific to their own requirements, before visiting the Museum.

The Lakeland Motor Museum houses a collection of over 30,000 Motoring and Local History related exhibits and is based on a former industrial site adjacent to the River Leven in Backbarrow, South Cumbria.

The site consists of a car park, situated across a minor road from the main site, which is within a newly converted former industrial building complex, and associated restaurant. There is also a separate building housing the Bluebird display, a short walk from the main building. For groups arriving by coach, there is a bus stop adjacent to the main entrance, for those with mobility difficulties, there's a disabled parking bay situated close to the entrance crossing. The building has met all building control requirements relating to access, emergency egress, ramps, lighting, fire procedures etc. Toilets are provided in both the Museum and Café.

People at Risk

The Museum attracts up to 60,000 visitors of all abilities each year.

Hazards and Risk Reduction

Exhibits - the majority of the exhibits are within reach of the customers, which we request they do not touch without permission. Some exhibits are interactive, and visitors can touch these items taking appropriate care. Injuries from pointed objects such as brake handles are minimised by positioning of the exhibits, use of rope or bollards and where necessary the fitment of rubber caps on selected locations. **Medium Risk**

Workshop – There are numerous tools etc on workbenches that the public may be able to reach, again they are asked not to touch these items. **Low Risk**

Hazardous substances – a limited number of hazardous substances are kept on the premises, in suitable, locked locations. Any vehicle cleaning products that are in use are kept away from visitors. All vehicles are drained of fuel before entry and batteries removed. **Low Risk**

Heating – The Museum is mostly heated by under-floor heating, the upstairs area is convection radiators, but not at a temperature that could cause injury if the radiator was touched. **Low Risk**

Lighting – Sufficient lighting is provided throughout the Museum to allow safe passage through the building, including during power failures. There are various forms of lighting used throughout the Museum, none of which cause a significant risk. **Low Risk**

Hazards and Risk Reduction - continued

Slips and Trips Inside - The Museum features handrails to ramps and stairs, 90% carpeting and 10% painted floors. Any changes in gradient are clearly identified by changes in floor colour. Steps have edge trims with grip inserts, with a Lift available for those not able to use the staircase. **Low Risk**

Slips and Trips Outside including River - The outside areas feature a variety of surface finishes to demarcate changes in slope, steps have been minimised and the river is fenced off from public access. **Low Risk**

Fire – The Museum has a Fire Alarm and Fire Action Plan for both buildings, available to view onsite, if required. Suitable Fire fighting equipment is provided and necessary staff training undertaken. The Fire alarm are regularly checked and serviced annually, as is the fire fighting equipment. All emergency exits are kept clear and are suitable signposted, and there are two assembly areas, clearly marked. Smoking, as per UK, law is not allowed within any of the buildings.

Campbell Bluebird exhibition – Situated in a separate building, 150m from the main reception, this area is un-staffed, it is however covered by CCTV with a monitor in reception, and has both fire and security alarms linked to the escape doors, which activates a sounder in the main reception. **The displays in this building are low risk.**

Visitors with Disabilities – Through our admissions policy of not charging for carers, we ensure that those who require assistance with travelling through the Museum, and hence would require it during an emergency, will have that provided by their carer. Due to the first floor area, with the lift not being available during an emergency, an EVAC chair is provided, with suitable staff training carried out, for use during an emergency.

Minor Injuries – It is felt that the risk of Minor injuries is no greater at the Museum than anywhere else. The Museum does keep a basic first aid kit on site and there is a qualified first aider available at all times. More serious injuries are dealt with by calling 999 and normal first aid procedures, i.e. monitoring an open airway, recovery position etc. The incident/accident book is kept up to date and appropriate actions taken to minimise repetition of and injuries.

Classification of Risk Area Rating.

The Lakeland Motor Museum is classed as a Low Risk Area.

Risk Assessment Findings.

The Museum feels it has taken reasonable steps to reduce the risk to visitors during their visit.

All groups visiting the Museum should carry out their own specific risk assessment before visiting the Museum. Group leaders should familiarise themselves with all fire exits and assembly points when they carry out their own risk assessment.

We would also ask that the leaders of groups make their group aware of the appropriate behaviour required whilst visiting the Museum and take responsibility for the behaviour and location of all the members of the party whilst at the Museum, and that there are sufficient leaders in the group to control and supervise all its members.

Health and Safety

Whilst at the Museum visitors must:

- Take reasonable care for Health and Safety of themselves and other persons who may be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety.
- Report immediately any injury sustained or any situations that may be regarded as being unsafe.

Evacuation of the Building in the Event of a Fire or Emergency.

The following procedure will apply to visitors to the Lakeland Motor Museum:

On Discovering a Fire

- Sound the Alarm by pressing a call point, situated at the Fire Exits.
- Decide whether it is possible to fight the fire with the equipment provided, **YOU MUST NOT PUT YOURSELF OR OTHERS AT RISK IF ATTEMPTING TO FIGHT A FIRE AND YOU MUST ALWAYS HAVE A CLEAR ROUTE OF ESCAPE.**
- If it is not possible to control the fire immediately move quickly and orderly to the nearest fire exit and to the **NEAREST FIRE ASSEMBLY POINT**
- Once at the Fire Assembly point account for all members of your group. **IMMEDIATELY INFORM A MEMBER OF STAFF IF ANY OF YOUR GROUP IS UNACCOUNTED FOR OR INJURED.**

On Hearing the Alarm

- Move quickly and orderly to the nearest fire exit and to the **FIRE ASSEMBLY POINT.**
- Once at the **FIRE ASSEMBLY POINT** account for all members of your group. **IMMEDIATELY INFORM A MEMBER OF STAFF IF ANY OF YOUR GROUP IS UNACCOUNTED FOR OR INJURED**

The maximum travel distance to a fire exit, or place of safety if upstairs, is no more than 25m.

All fire exits are clearly marked.

For any further assistance or information relating to risk assessment and Health and Safety please contact the Museum.