

## **APPENDIX 2**

# **DUNWICH MUSEUM RISK ASSESSMENT**

### **GROUND FLOOR.**

Exhibits are largely displayed in glass cabinets and care should be taken not to lean against them or cause them to be struck.

There are displays of stone pieces (brought up from the seabed) These are quite heavy and lie unprotected and unfixed on both the floor and shelving. Care should be taken not to handle them or move them. Children should be told not to lift them.

The ship chest at the end of the museum is internally lit to encourage donations – a treasure chest. The lid (while open) is very heavy and is propped up by 3 iron-struts. No attempt should be made to try and disturb them. Young people wishing to make a donation should take care not to bang their heads.

The “shop” area has a range of souvenirs openly displayed and the Museum has a policy that any breakages must be paid in full.

### **STAIRCASE AREA.**

Visitors should reduce risks on the stairs by walking and not running on the stairs and to use the handrails, which are provided on both sides.

The lift is provided for disable people and the control buttons on both floors should be touched only to operate the lift when needed by disabled person. Children should not use the lift.

### **FIRST FLOOR.**

Binoculars are suspended on a chain in 2 of the windows. Care should be exercised to ensure the binoculars do not impact on to the windows.

There are a number of exhibits in glass cases both on the shelves and on the floor and care should be taken not to lean against them or cause them to be struck.

### **LEAVING BY THE FRONT DOOR.**

Passing through the door there is only a narrow pavement before the road of St. James Street, which can be busy with traffic. Extreme care is needed, particularly when leading a group.

### **GENERAL.**

For the safety and enjoyment of all visitors it is required that no food or ice creams are brought into the museum and that mobile phone calls are conducted outside the museum.

