

**This document gives information about Health and Safety arrangements at the British Schools Museum to help you write a risk assessment for your visit. You are welcome to book a preliminary visit in order to complete a risk assessment and/ or do any other planning that you would like to do for your visit.**



Please contact the museum on 01462 420144 if you would like to arrange a preliminary visit, need further information or if you have any other questions.

### ***Arrival and departure***

The Museum is located on a busy road. Please ensure that you pull up on the museum side of the road so that groups do not have to cross the road to access the Museum. If you choose not to do this there is a pedestrian crossing further down the road. For everyone's safety British Schools Museum volunteers and staff have been directed not to help school groups cross the road.

We recommend that you lead pupils directly from the coach and through the schools entrance rather than assembling them on the pavement first. You can either line them up on the slope before going into the Schoolroom or proceed directly to the Schoolroom. A member of staff or volunteer will be on hand to guide you.

### ***Moving around the site***

The Museum consists of a collection of grade II and II\* listed buildings dating from 1837. As such there are many uneven surfaces, slopes, steps and other trip hazards. Pupils should walk at all times and listen to the instructions given to them by British Schools Museum volunteers and staff. The playground is used for car parking so please take care and supervise your pupils when they are crossing this space

### ***Use of toilets***

Pupils' use of the toilets must be supervised by visiting members of staff. Space is limited in the toilet areas and care needs to be taken to ensure that pupils do not trap their fingers in cubicle doors.

### ***Supervision and behaviour***

The Museum is a public building and adult group leaders must accompany their pupils at all times to supervise their behaviour, ensure their Health and Safety with particular attention to the points outlined above, and accompany them in the event of an evacuation. If your visit is on a Wednesday, Thursday or Friday you may share the site with another school. On Tuesdays we are also open to the public.

Groups must have the correct adult-to-pupil ratio; details of which can be found on your booking form. If you have opted to do People and Places and have more than 22 pupils in your class you will need to have three adults with the class.

If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or volunteers or staff, or causes damage to exhibits, this person may be asked to leave. Please brief your students about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

***First aid***

Dealing with any medical problem that might arise for a pupil whilst they are visiting the British Schools Museum is the responsibility of the staff accompanying them. Some first aid supplies are available but the Museum does not have any qualified first aiders. The nearest accident and emergency department is at The Lister Hospital, Stevenage, tel. 01438 314333.

***Fire and evacuation***

In the event of an evacuation you will be directed off the site by a British Schools Museum volunteer or member of staff. Please follow their instructions. Visiting adults should distribute themselves throughout their group with one bringing up the rear.

The assembly point is the car park outside Wilshere Court. At the assembly point you should take the register and report any missing persons to Museum staff.