

Group/School/College visits to Canterbury City Council Museums and Galleries

Health and Safety Information

1. Health and safety information for teachers

Efforts have been made to identify and minimise risks, and museum visits are deemed **low risk**, so long as the advice on the risk assessment advice form below, together with your own measures are followed.

Please note that this is risk assessment advice only, and does not replace the need for a separate school/college risk assessment. However the museum is happy for you to use relevant sections of the advice for your own school/college risk assessment for the visit.

Please read the risk assessment advice carefully, especially the additional measures required from schools, and pass on relevant information to pupils/students.

Please complete the form below and e-mail to museums@canterbury.gov.uk at least one week before your visit.

I confirm I have received risk assessment advice from Canterbury Museums relating to the visit ofSchool to Canterbury Heritage Museum on..... and have created a school/college risk assessment that covers all my needs.

Name of teacher.....

2. Health and safety information for children/students

It is important that teachers/group leaders inform children of the kind of behaviour expected of them at the museum, both for their own safety, and the benefit of other visitors.

- Do not eat or drink in the museum, unless agreed with a member of museum staff
- Chat, talk, discuss...but please do it quietly!
- Pupils are the responsibility of teachers/group leaders at all times. Don't wander around without adult supervision
- Walk, don't run!
- Don't touch artefacts...unless given permission to do so
- Listen carefully to instructions given by teachers, adult helpers and members of museum staff
- Be respectful of other visitors
- Have fun and enjoy your visit!

Risk Assessment Advice – Group/School/College visit to Canterbury Heritage Museum

(Please make use of any information on this form when completing your group/school/college risk assessment)

Potential hazard and Effects	Controls in place	Additional measures required from schools	Risk rating
Danger from traffic	The Museum is on a busy main road. School staff are responsible for the safety of children outside the museum premises	Group leaders to supervise children at all times. Children to walk slowly in pairs and to cross roads only with adult supervision. Children must be supervised by adults at the recommended ratios.	Low
Lost children	The main entrances/exits to the museum, are supervised by a member of staff	Group leaders are responsible for and must supervise children at all times in the museum and keep a regular head count. Children must be supervised by adults at the recommended ratios. Groups advised to stay close together, with leaders at front and back of group.	Low
Special needs/requirements	The museum is accessible to wheelchairs and is delighted to receive visits from groups with special needs/requirements, but must know specific needs, and numbers of wheelchair users in advance, as these will be limited due to emergency evacuation procedures	The school must inform the museum in advance of any special needs/requirements of individual children, and must bring the correct ratio of adults to children, to care for the specific needs of those children in the museum.	
Trip/slip hazard	Routes around museum are kept clear and free from trip/slip hazards. If essential work taking place, these areas will be cordoned off.	Inform children told not to run around the museum, and be mindful of other visitors	Low
Toilets	There are 2 public toilets in the shop area, and 2 outside the education room for dedicated schools use. They include 2 x accessible toilets for disability wheelchair use. All are single toilets opening directly into communal spaces with easy lock doors.	Group leaders to supervise toilet visits	Low
First aid	There are first aid kits in all museums. Staff will call for medical assistance if required.	Group leaders are responsible for providing and administering first aid for their own group while on museum premises.	Low
Emergency evacuation	The group leader must register at the reception desk on arrival, detailing the number of adults and children in the party. Museum staff have been trained in evacuation procedures in the event of fire alarm or other emergency and will direct evacuation.	Keep children calm and follow instructions from staff to evacuate the building.	Low
Theft of personal items	Groups must keep personal items with them at all times.	Inform children to keep personal items with them at all times, and not to bring valued items unless absolutely necessary.	Low
Museum artefacts	Most artefacts are cased - in museum standard display cases with safety glass. Uncased artefacts, and other display/handling materials have been assessed and are non-hazardous in nature. Heavy or unstable artefacts are secured to prevent danger from falling on and injuring visitors A member of the museum team will highlight correct handling procedures for any hands-on activities. Artifacts used for handling will be clean, non hazardous and without sharp edges. Cotton gloves provided by the museum will be worn during any handling sessions	Inform children to treat artefacts with respect, and not to touch uncased artefacts unless given permission to do so, Children to be told to listen carefully to advice, including object handling advice from museum staff.	Low
Craft activities	Where tools and/or safety equipment are required, instructions in their safe use will be provided by museum staff.	Group leaders to ensure these instructions are understood and adhered to by pupils	Low