

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

Health and Safety Information from April 2024

1. Health and safety information for teachers

Efforts have been made to identify and minimise risks, and under usual circumstances 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 risk assessment includes advice and does not replace the need for a separate school/college risk assessment. 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 Learning@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 the Beaney House of Art and Knowledge 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 others.

- 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 to others
- Have fun and enjoy your visit!

Risk Assessment advice – School/group visit to Beaney House of Art and Knowledge and Library

(Please add details as required to your own risk assessment for the visit)

Potential hazard and Effects	Controls in place	Additional measures required from schools	Risk rating
Danger from traffic	The museum is on the High Street which is usually pedestrianised between 10am and 4pm. However, it is used by heavy lorries and other traffic outside of these hours. School staff are responsible for the safety of children outside of 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	See measures required from schools.	Group leaders are responsible for and should supervise children at all times and keep a regular head count. Groups are advised to stay close together, with leaders at front and back of group. Children must be supervised by adults at the recommended ratios.	Low
Trip/slip hazard	Route around museum kept clear and free from trip /slip hazards. If the floor is wet, or there is essential work taking place, these areas will be cordoned off.	Inform children told not to run around the museum and to be mindful of other visitors.	Low
Toilets	An accessible toilet is shared with members of the public. We advise that toilet visits are supervised by teachers.	Group leaders to supervise toilet visits.	Low
First Aid	There are up to date first aid kits in all museums. Staff will call for medical assistance if required.	Teachers are responsible for giving first aid for their own group while on museum premises.	Low
Emergency evacuation	All school parties must register at the reception desk on arrival. The museum has a current fire certificate and staff have been trained in evacuation procedures in the event of fire alarm or other emergency, please follow their advice.	During a facilitated workshop: Keep children calm and follow instructions from staff to evacuate the building When unaccompanied by museum staff (for example, during lunch times): Be responsible for evacuating your group via the nearest fire exit.	Low

Theft of personal items	Groups advised to keep valuable items with them at all times. Coats/bags can be left at owner's risk in cloakroom area.	Inform children to keep valuables with them at all times, and not to bring valuable items.	Low
Museum artefacts	<p>All high value artefacts are cased in museum standard display cases with safety glass.</p> <p>Uncased artefacts and other display/ handling materials have been assessed and are non-hazardous.</p> <p>Heavy or unstable artefacts have been secured.</p> <p>A member of the museum team will highlight correct handling procedures for items in hands-on area. Artefacts used in hands-on sessions are clean and safe to use.</p>	<p>Inform children to treat artefacts with respect, and not to touch uncased artefacts unless given permission to do so.</p> <p>Students to be told to listen carefully for advice including object handling advice from museum staff.</p> <p>Artefacts used in hands-on sessions have no sharp edges, except replica brooches which may have a pin fastening on the back.</p> <p>Ensure cleans their hands thoroughly after handling resources and objects.</p>	Low
Craft activities	Where sharp tools and/or safety equipment are required proper instructions in their safe use will be provided by museum staff	<p>Group leaders to ensure this advice is understood and adhered to by pupils.</p> <p>Ensure cleans their hands thoroughly after handling resources and objects.</p> <p>Inform the museum of any materials or items that the group will be unable to use.</p>	Low
Cleaning / Hygiene	<p>Museum staff will sanitise their hands regularly.</p> <p>Resources that are suitable for regular cleaning will be cleaned before and after the visit.</p> <p>Additional sanitiser stations will be available throughout the building including entrance and exit points.</p> <p>There is a daily deep clean of the museum that will occur the morning before your group</p>	Ensure that the group sanitise their hands upon arrival and when departing the museum as well as during the visit as appropriate. Hand sanitising stations are available throughout the building.	Low

	<p>visit. Regular cleaning of hard surfaces, railings, door handles will be carried out daily by the external cleaning company. Additional cleaning may need to be carried out on an ad-hoc basis by all staff or Duty Officers.</p> <p>Air circulation: the museum has a supply and extract of fresh air.</p>		
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