

RISK ASSESSMENT ADVICE FOR COMMUNITY GROUPS

The following information is to help you prepare a risk assessment for your group's visit to the Museum of London, Museum of London Docklands or Museum of London Archaeological Archive.

Planning visits

We strongly recommend that you make a planning visit before you bring your group so that you can assess potential hazards for yourself, both in our buildings and on your journey to us. The museums are free and open from 10am–6pm seven days a week. Please note that the Archaeological Archive is only open by appointment – please email learning@museumoflondon.org.uk to arrange a planning visit.

Our galleries, exhibitions, activity spaces and lunch areas

All the museum's public areas have been designed and are maintained to ensure that they are safe for visiting groups. These spaces are continuously checked on a daily basis to remove or minimise hazards.

Our activities for groups

All our activities are designed and managed to remove or minimise hazards and we carry out a risk assessment for every activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place.

Our people

All our staff, facilitators and volunteers have undergone a basic disclosure (police check) and we carry out a DBS enhanced disclosure for anyone involved in regulated activity (eg regular contact with the same children). Everyone is fully trained on and complies with our Safeguarding Children and Adults at Risk Policy and Procedure.

Fire and evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, please lead your group calmly to the nearest exit and follow the instructions of our gallery staff (in pink shirts) who will assist your group with exiting the museum and following the appropriate procedure. If your group visit was booked through our Box Office, gallery staff will direct you to our muster point. If your visit was not pre-booked you will be asked to leave the museum with the general public. Our buildings are fitted with alarm systems and emergency exits are clearly marked.



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First aid

We have members of staff who are trained in providing first aid. Please inform our gallery staff or an activity leader immediately if anyone in your group requires assistance due to illness or injury.

Insurance

We have public liability insurance providing cover up to £10 million through Allianz Insurance plc.

Health and safety

We have a written health and safety policy and all staff receive health and safety training.

Lost group members

Please inform our gallery staff or an activity leader immediately if any group members become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

Supervision

Please note that group leaders are responsible for the health and safety of their group. We recommend that group members under the age of 14 are accompanied by a responsible adult at all times while in our buildings and during any emergency evacuations. We recommend the following adult to child ratios:

- under 5s – 1:3
- ages 5–11 years – 1:6
- ages 12–16 years – 1:15.

Further advice

If you need more information to help you prepare your risk assessment, or would like to meet a member of staff when you make a planning visit, please email learning@museumoflondon.org.uk

We hope you have a safe and enjoyable visit to the Museum of London.

