



Museum of London Docklands

Risk assessment advice for school visits

The following information will help you prepare a risk assessment for your school's visit to the Museum of London Docklands to ensure your visit runs as safely and smoothly as possible.

Booking a visit

All school visits to the museum **must** be pre-booked for a specific timeslot, in order to help us manage the number of people arriving in the museum and lunch spaces at any one time.

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 building and on your journey to us.

If you would like to make a free planning visit to a charged-for exhibition, please call our Box Office on 020 7001 9844.

Our galleries, exhibitions and public areas

All the museum's public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. We continuously check these spaces on a daily basis to remove or minimise hazards.

Alongside our regular cleaning routines, we use a ZOONO Surface Sanitiser Spray every 30 days in our lunch spaces, learning rooms, public areas and Mudlarks gallery at the Museum of London Docklands. This is effective against a broad range of bacteria and viruses such as those in the coronavirus family.

Groups are encouraged to use hand sanitiser on arrival and before departure and there are hand sanitiser stations placed at regular points around the museum. If preferred, there are also opportunities for your group to wash their hands.

Our activities with schools

All our workshops and performances are designed and managed to remove or minimise hazards and we carry out a risk assessment for every activity. For example, we check any materials, equipment or objects used to make sure they are safe and remove any trip/slip hazards. We review and update risk assessments on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. If a session involves a specific hazard that we feel teachers should know about, we will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.

Our people

All our staff have undergone a basic disclosure (police check). Everyone is familiar with 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, our staff will escort school groups to a muster point and will work with teachers to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

We have members of staff who are trained in providing first aid. Please inform our gallery staff (in pink shirts) 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 pupils

Please inform our gallery staff immediately if any pupils 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

Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations. We expect your school to maintain these ratios at all times.

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:6
- Key stage 3 – 1:10
- Key stage 4 – 1:15
- Post-16 AS/A2 – 1:15
- SEND – 1:5

Further advice

If you need more information to help you prepare your risk assessment please email learning@museumoflondon.org.uk.

We hope you have a safe and enjoyable visit.