

RISK ASSESSMENT ADVICE FOR TEACHERS

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

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. If you would like to make a free planning visit to a charged exhibition at either of our museums, please call our Box Office on 020 7001 9844.

Our galleries, exhibitions, learning spaces and lunch areas

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

Our activities for schools

All our workshops, study days, performances etc 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. 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, 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 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, school groups are escorted to a muster point by our staff or volunteers who 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.



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First aid

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

Please note that 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 require the following staff to pupil ratios:

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:6
- Key stage 3 – 1:15
- 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, or would like to meet a member of the schools team when you make a planning visit, please email learning@museumoflondon.org.uk.

We hope you have a safe and enjoyable visit to us.

