



Museum of London

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 or Museum of London Docklands to ensure your visit runs as safely and smoothly as possible.

Booking a visit

All visits to the museum **must** be pre-booked for a specific timeslot, in order to help us manage the number of people in the museum 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 buildings and on your journey to us. If you would like to make a planning visit, please book a free ticket online. If you would like to make a free planning visit to a charged 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.

We cannot guarantee that all exhibits will be available on the day of your visit due to ongoing preparations for our [transformational move to West Smithfield](#).

We recommend adults and students over the age of 11 years old wear a face covering during their visit to the museum although this is not mandatory.

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, 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.

During workshops and performances in our designated learning rooms our facilitators will not be wearing face coverings. In the galleries and public spaces of the museum our facilitators might choose to wear face coverings although this is not mandatory. If the wearing of face coverings is a barrier to participation for any of your pupils, for example if they rely on lip reading, please let the facilitator know and they will remove their face covering.

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.

Our staff do not need to provide us with proof of COVID-19 vaccination, however, we have encouraged our staff to take up the vaccine, noting that for some staff they may not have been able to eg due to severe allergies or due to pregnancy unless they have a high risk of getting COVID-19.

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 will be escorted to a muster point by our staff who 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.