

## **Safety Guidelines (Risk Assessment)**

Children under the age of 16 must be supervised **at all times** during their visit and remain the responsibility of the teacher/group leader. **We suggest a ratio of 1 adult: 5 pupils (Nursery) 1 adult: 10 pupils (Primary), 1 adult: 15 pupils (Secondary). Where pupils require support on a 1:1 ratio, this adult should be included over and above these ratios.**

### **Before your visit**

- We recommend that teachers use our on-line resources and visit the Museum to plan their class visit and prepare their risk assessment. Contact us at [schools@nms.ac.uk](mailto:schools@nms.ac.uk) to discuss.
- Pupils and teachers should agree appropriate rules of behaviour before coming to the Museum.

### **Group Size**

- Split into smaller groups in accordance with the ratios above to move around the Museum. Each group must be supervised by an adult.

### **First aid**

- The Museum has several First-aiders. If anyone needs assistance, please notify the nearest member of the Visitor Experience team.

### **Fire alarm**

- The Museum has clear evacuation procedures.
- In the event of a fire alarm (a loud klaxon noise) a member of Museum staff will direct you outside. You are responsible for keeping your group together.

### **Getting lost**

- It is helpful to agree a meeting point for your group in case your group is split up.
- Museum staff will assist with lost children.

### **Potential hazards in the museum (for risk assessment)**

- Museum Entrance Hall - If raining, slight risk of slipping and falling.
- Throughout the Museum – look out for large plate glass cases, doors or walls which you might not see very well; slippery floors and changes in flooring type and level; sharp edges (walls, cases and stone / steel / glass stairways); escalators; lifts; objects, plinths and stands at low level that could be tripped over.

### **Please remind your class about these special features**

- Fire extinguishers should NOT be touched.
- Some areas of the Museum are very dimly lit.
- Some balconies have a large drop that is not obvious– stay away from edges and do not climb up.
- Large open spaces – please discourage pupils from running.
- Exposed machinery which could trap fingers or hurt if bumped into.
- Nooks and crannies in which children could easily hide.
- Small staircases and narrow areas can lead to overcrowding and children bumping into each other.
- Windows or 'port holes' looking onto other levels –children should not drop or throw things.
- Large numbers of strangers and busy environment – importance of staying in groups & wearing identifying uniform or badge to assist museum staff with lost children.
- The Museum is responsible for looking after treasured objects which are very valuable. Please ensure pupils do not stroke taxidermy or touch objects which are on open display or within reaching distance.

**Questions?** Please contact us by email [schools@nms.ac.uk](mailto:schools@nms.ac.uk)