

Risk Assessment Information for School Visits
Wymondham Heritage Museum

Health and Safety	How to manage risk	How measures to manage risk will be communicated to students and accompanying adults
<p>Supervision and behaviour</p> <p>Teachers are responsible for the behaviour of pupils and young people in their party and have sole responsibility during any periods of down time.</p> <p>Children/young people are expected to have a responsible attitude and show regard for the museum, its contents and other visitors.</p>	<p>Group leaders to stay with group at all times and to supervise carefully.</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will arrange for them to be reunited with their teacher.</p> <p>Use the museum reception desk as rendezvous point.</p>	<ul style="list-style-type: none"> • Before the trip brief all accompanying teachers and adults outlining what is expected of them on the visit. • Ensure all group leaders have a knowledge of the museum's layout and copies of any timetables for the day. • Brief children/young people before the visit outlining how they should behave, to stay with their group leaders and what to do if they become separated from the group.
<p>First Aid</p> <p>The museum has a First Aid Box available in the office. Visiting groups should ensure they have a First Aider with them.</p>	<p>If the First Aid Box is required please ask a member of museum staff.</p> <p>Museum Stewards have to complete an Accident Report giving details of circumstances and any injuries sustained for each incident.</p> <p>Please report any accidents or incidents during your visit to a member of staff so that they can be entered in the Accident Book.</p>	<ul style="list-style-type: none"> • Brief accompanying teachers and adult helpers on First Aid procedures.

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<p>Fire and Evacuation</p> <p>An announcement or alarm will sound to alert staff and visitors of an evacuation. Museum staff will direct visitors to the nearest fire exit.</p>	<p>Group leaders to accompany their groups via nearest fire exit to designated fire assembly point.</p> <p>Group leaders to take register and report any missing children/young people or adults to museum staff.</p>	<ul style="list-style-type: none"> • Cover fire evacuation and role of group leader procedure at the pre-trip briefing. • Tell children before arrival to stay with their group leader if there is an evacuation and to follow instructions carefully. <p>If you or anybody in the group has mobility difficulties:</p> <ol style="list-style-type: none"> 1. Make a pre-trip visit to talk to staff and consider how to evacuate. 2. People with mobility problems may find access challenging. There are stairways within the building. 3. Wheelchair users who would need assistance with evacuation cannot access the Resources/Bridewell Room or the downstairs dungeon area. 4. Consider making personal evacuation plans for any member of the group with mobility difficulties and include with your risk assessment. 5. Brief children/young people before the visit about what they should do in case of fire and evacuation.