

# Risk Assessment Information

The information here will help you write a risk assessment for your visit. ***Please make sure that you have also thoroughly read our School and Group Visit Terms and Conditions.***

## Supervision and behaviour

- The Museum is a public building and adult group leaders must remain with your students at all times to supervise behaviour and take the lead in the event of an evacuation.
- All mobile telephones belonging to adult group leaders must be on silent during Museum-led workshops and activities. No calls or texting is allowed in the Dahl Gallery or during a workshop in any other Museum location that you are supervising.
- If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or causes damage to exhibits, this person may be asked to leave. Please brief your students about appropriate behaviour and have contingency measures in place in case anyone is asked to leave.

## First aid

- There are first aid trained staff in the Museum in case of an incident requiring first aid.
- There is a first aid box located on the ground floor of the Dahl Gallery, to the side of the entrance door. Other first aid is available from the main Museum reception.
- The nearest accident and emergency department is at Stoke Mandeville Hospital, Mandeville Rd, Aylesbury HP21 8AL, 01296 315000.
- All first-aid incidents are recorded.

## Fire and evacuation

- The Museum has well-rehearsed evacuation procedures to ensure that visitors can safely and quickly exit the premises.
- An alarm will signal an evacuation.
- You will be instructed to lead your group out of the museum quickly – please do not stop to take the register until you reach the assembly point. Fire exits are clearly signed. Lifts should not be used.
- **The main assembly point is along the rear garden wall inside the Museum grounds.**

## Museum staff

- All Museum staff involved with delivering educational events have relevant experience and training.
- You must accompany your students **at all times** and no Museum staff should be left alone with children at any time.



## **Health and Safety policies**

- The Museum has written Health and Safety policy statements, but as at school, teachers and other accompanying adults are responsible for the general health and safety of children.
- All staff undergo mandatory Health and Safety training.
- The Museum's public areas have been designed and are maintained as safe spaces for all our visiting public.
- All electrical equipment is regularly checked. Visitors are protected from electrical shock.
- Exhibitions and activities are designed with full consideration of risk control measures.
- Daily safety checks are carried out on all galleries. Hazards are isolated or rectified immediately.

## **Insurance cover**

- The Museum and Roald Dahl Children's Gallery has current public/products liability Insurance.