

ROMAN LEGIONARY MUSEUM (INCLUDING CADW'S FORTRESS BATHS, AMPHITHEATRE AND BARRACKS), CAERLEON

SAFETY INFORMATION TO HELP SCHOOLS TO PREPARE FOR SCHOOL VISITS AND RISK ASSESSMENT

Please remember that:

- schools are responsible for doing their own risk assessments, and that
- we are unable to fill in, check or sign any sections of school risk assessment forms as these are not our responsibility.

We recommend that teachers refer to the DfES document 'Health and Safety of Pupils/Young People on Educational Visits - A Good Practice Guide, 1988'. <http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>. This clarifies that it is the responsibility of teachers and group leaders to complete a risk assessment prior to any visit being made.

The safety information we provide is intended as a preparatory tool. It does not replace the need for your own risk assessment specific to the needs of your group and in line with the official guidelines and school/LEA policies.

Our safety information outlines the control measures undertaken by the museum to avoid or reduce risk, together with rules of conduct for visiting groups. Your risk assessment will take into account the age, ability and specific needs of your group, any risk associated with your transport or possible weather at the time of your visit, in addition to the museum's safety information.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

Lastly, at the end of the document we have attached extracts from the Museum's Child Protection Policy, for information.

SAFETY STATEMENT

The Roman Legionary Museum fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place, together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.

Please be assured that the health and safety of visitors whilst on site is of our utmost concern. We have worked closely with the local authority regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.

We operate a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for the safety and welfare of visitors/ participants are qualified to undertake the duties they are assigned.

Teachers and other school staff are kindly requested to work in partnership with the Roman Legionary Museum actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school during the visit, including lunch times.

We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group.

BACKGROUND

Experience	<p>The Roman Legionary Museum has been open to the public for more than 150 years. The Education Department has been welcoming visitors since 1996.</p> <p>The Roman Legionary Museum is a Sandford Award Winner for excellence in heritage education.</p>
Venue / Attraction Details	<p>The venue offers visitors the opportunity to experience life as a Roman soldier in the Capricorn Centre where they can handle real armour and see where the soldiers slept. In the Museum gallery they can see real artefacts from Caerleon's Roman past.</p> <p>The Fortress Baths are a chance to see how the Roman soldiers would relax, whilst a trip to the only complete Amphitheatre in Britain and the best example of a Barrack block in Europe, will help bring the past to life.</p> <p>A typical school visit is around 4½ hours long (including ½ hour lunch break).</p> <p>The Barrack Room is open to the public on weekends and school holidays.</p>
Visitor Numbers	<p>Annually we receive approximately 65,000 visitors, around 26,000 of which are school visitors.</p>
Contact Information	<p>To book a visit, discuss details of your visit or arrange a preview visit, please contact the Museum's Education Department 01633 430 567 or 01633 423 745.</p> <p>For information on the Museum or events please 'phone 01633 423134, fax 01633 422869 or visit www.nmgw.ac.uk/r/m</p> <p>To contact the Cadw Fortress Baths directly, please 'phone 01633 422 518.</p>

	<p>If after your visit you have any concerns or experienced any problems regarding the management of the venue or health and safety of members of your party, we would welcome the opportunity to discuss these with you.</p>
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GENERAL INFORMATION	
Animals / Animals Fouling in Public Access Areas	<p>Dogs are not allowed at any of the sites but please note that there is some unauthorised public access to the outdoor sites and so we can not guarantee the absence of dogs.</p> <p>Assistance dogs accompanying visitors who are deaf or blind are most welcome.</p>
Communication Systems	<p>Please note that the outdoor sites are unstaffed. We recommend that visitors bring mobile phones to contact the Museum if necessary.</p>
Criminal History	<p>Every member of staff has received the National Information Service (NIS) check which is designed specifically for the museum sector and is a recognised equivalent to the basic CRB check.</p> <p>Museum staff who have regular and/or unsupervised access to children are subject to enhanced CRB checks.</p>
Emergency Evacuation	<p>Emergency evacuation procedures are in place. Museum staff are familiar with and practice these regularly.</p> <p>Fire Safety Instructions are located :</p> <ul style="list-style-type: none"> • behind the front desk in the Museum gallery • in the entranceway to the Capricorn Centre • outside the Grammaticus (classroom). <p>In case of emergency, an alarm will sound and you should leave by the nearest safe exit and follow the guidance of Museum staff.</p>
Facilities for visitors with Special Needs	<p>The Roman Legionary Museum tries to accommodate the requirements of visitors with special needs. Please contact us <u>in advance</u> to clarify what provision can be made for visitors with special needs.</p> <p>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.</p> <p>Our Access Guide is available on our web site www.nmgw.ac.uk/rlm or by phoning 01633 430567. Cadw's Access Guide is available at www.cadw.wales.gov.uk or by phoning 02920 500200.</p> <p><u>Physical Impairment</u></p> <p>Wheelchair access is possible in the Museum Gallery, Barrack Room and Fortress Baths. Wheelchair access is also possible to the Amphitheatre, weather permitting. However there is no wheelchair access to the barrack</p>

	<p>remains.</p> <p><u>Visual Impairment</u> The lighting level within the Museum Gallery is very good. The Fortress Baths has reduced level lighting, please allow your eyes to adjust to the darkness. The Capricorn Centre and Fortress Baths include audio presentations. A handling collection is available in the Museum.</p> <p><u>Hearing Impairment</u> The front desk of the Museum gallery is fitted with an induction loop.</p>
First Aid	If First Aid is needed please contact a member of Museum staff, who will then summon a trained first aider.
Guided Tours/ Interpreter-led Activities	<p>The Capricorn Centre session is led by a Facilitator and a member of Staff will give a short introduction (including safety briefing) to the gallery (subject to availability).</p> <p>The remainder of the visit is led by the group leader/teacher.</p> <p>Tour Guides that operate independently to the Museum are available to facilitate the Amphitheatre or Fortress Baths. For information contact Tourist Information on 01633 422 656.</p>
Height Restrictions	There is low headroom on the fire exit at the Fortress Baths.
Insurance /Public Liability	As an Assembly Sponsored Public Body, the Museum does not carry commercial insurance, but any proven liability will be paid from the Museum's own funds or, if insufficient, by request to the National Assembly.
Lost Children	<p>Please note that the visit will take place in more than one site so great care should be taken to keep the group together. Roads in Caerleon can get busy so care should be taken when moving between sites.</p> <p>Please advise children separated from their group to inform a Museum Assistant or member of Museum staff if they are lost.</p> <p>Should a group leader become aware that one of their group is missing, they should inform a Museum Assistant or a member of Museum staff who will take appropriate action.</p>
Maximum Group Sizes / Supervision	<p>Please ensure that your pupils are supervised at all times.</p> <p>We ask you to keep to the following ratio :</p> <p>School years 1 to 3 (ages 5 to 8) : 1 responsible adult : 6 children School years 4 to 6 (ages 5 to 11) : 1 responsible adult : 10-15 children School years 7 onwards (secondary age 11+) : 1 responsible adult : 15 - 20 children.</p> <p>The above are the ratios suggested by the DFES. Group leaders should</p>

	<p>assess the risks and consider an appropriate safe supervision level for their group.</p> <p>The maximum number for a group visiting all sites <u>including</u> the Capricorn Centre is 36. The maximum for groups wishing to visit all sites <u>other</u> than the Capricorn Centre is 50.</p>
Medical Needs	<p>School or party leaders should contact Education Department staff if any pupil is known to have any specific need or serious medical condition. We will need to consider and discuss emergency arrangements with you.</p> <p>Where it is safe to do so, we will aim to include fully pupils with specific or serious medical conditions within activities offered.</p>
Equipment / Play Equipment	<p>All equipment is regularly checked to ensure it remains ‘fit for purpose’. School staff must supervise children when using this equipment.</p> <p>The climbing of trees within the venue is forbidden.</p>
Poisonous Plants / Fungi	<p>Schools should advise all children that no plants, flowers, berries and fungi should be picked or eaten.</p>
Required Visitor Conduct	<p>Visitors must not</p> <ul style="list-style-type: none"> • enter areas which are not open to the public • behave in an unruly manner • touch or climb any working machinery. <p>The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.</p> <p>All groups of students under the age of 16 must be supervised at all times and remain the responsibility of party leaders or supervising adults throughout their visit.</p> <p>Unsupervised groups may find that they are denied entry.</p>
Schematic Map	<p>A map is provided with your timetable. It gives information on coach/car parking and authorised pedestrian routes.</p> <p>Please photocopy the required number for all your group leaders.</p>
Site Inspections of Venue Facilities / Areas	<p>Museum staff conduct regular inspections of the facilities, which are recorded.</p>
Site Staff Identification	<p>All of the following will be able to help you or direct you to the appropriate place for help.</p> <p><u>Museum</u></p>

	<p>All Museum staff wear photo identification badges and can be approached if you have any worries or concerns.</p> <p>Volunteer staff within the Museum wear identification badges.</p> <p><u>CADW</u> CADW staff wear light blue polo shirts.</p>
Vehicle Traffic	<p>There is a Visitor Coach Park next to the Amphitheatre.</p> <p>Some of the roads and pavements in Caerleon are quite narrow and traffic can be heavy at times during the day, therefore care should be taken when moving groups between sites.</p>
Weather Protection / Sun Safety	<p>Most of the day will be indoors. However, in the event of bad weather during a visit to the outdoor Amphitheatre and barracks, a classroom can be used as an alternative venue (subject to availability).</p> <p>Please note that there is little shade at these outdoor sites during sunny weather.</p>
Welfare Facilities	<p><u>Toilets</u> There is a unisex disabled access toilet with baby changing facilities in the Museum gallery.</p> <p>There are male and female toilets in the Capricorn Centre that are suitable for children, plus a disabled toilet.</p> <p>There are two single cubicle toilets in the pavilion located next to the Amphitheatre.</p> <p><u>Sandwich Room</u> A lunch time slot will be allocated on your timetable. Suitable rooms are provided for eating lunch. In fine weather lunch may be eaten in the garden.</p> <p>Please note that no eating or drinking is allowed in the Museum Gallery.</p>

OTHER RELEVANT INFORMATION

<p>Please Note Potential Hazards and Control Measures</p>	<p>The Roman Legionary Museum is part of The National Museums & Galleries of Wales, whilst the Fortress Baths, Amphitheatre and Barracks are run by Cadw. However, for your convenience all educational visits are co-ordinated through the Roman Legionary Museum Education Department.</p> <p><u>Museum Gallery</u> Steps, sharp corners on display cases and floors that can be slippery when wet. Groups must be supervised at all times. Museum staff are in attendance.</p>
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	<p><u>Commander's Kitchen</u> Role play in costume, use of replica objects. Groups must be supervised at all times. A facilitator will be present.</p> <p><u>Barrack Room</u> Replica armour, real armour and javelins. Groups must be supervised at all times. Do not allow the children to pick up weapons.</p> <p><u>Fortress Baths</u> Raised and slatted floors, sharp corners on display cases, low headroom on fire exit. Allow time for vision to adjust to changes in light. Groups must be supervised at all times.</p> <p><u>Amphitheatre & Barracks (outdoor sites)</u> Steep steps, uneven and slippery surfaces and slopes, unprotected drops. Groups must be supervised at all times. Extra care must be taken at the outdoor sites as a result of these hazards, especially in poor weather conditions.</p>
Review	This document and related safety information is updated regularly.

May 2005

CHILD PROTECTION AT NMGW SITES

Our Child Protection Policy appears in full on the Web under About Us/Strategy and Policy. Please read the extracts below before your visit.

Leaders/Teachers Responsibilities while visiting the Museum

The National Museums and Galleries of Wales wishes to ensure that children are protected from harm while at the Museum. In addition to the Museum's responsibilities, we ask that leaders/teachers of groups exercise their own responsibilities.

In particular, all leaders/teachers shall:

- Ensure they supervise the children/young people at all times
- In the case of an accident, contact a member of museum staff who will follow the NMGW Staff Emergency Procedures
- In the case of a lost child, contact a member of Museum staff who will follow Museum procedures
- Not have in their possession or consume alcoholic beverages or use illegal drugs or smoke on the museum premises
- Not verbally or physically abuse a child/young person
- Ensure adequate insurance cover for the group and leader
- Inform the group of how to behave while in the National Museums and Galleries of Wales
- Observe NMGW Fire Precaution Procedures

We wish to remind all leaders/teachers that the primary responsibility for the welfare of the children in their care rests with them at all times.

We will communicate concerns to the leader/teacher-in-charge, (unless this person is the source of concern) and reserve the right to follow this up with the school/organisation.

Concerns about the conduct of the leader/teacher will be reported directly to the school/organisation and possibly the police.

Group conduct while in the Museum

The Museum wishes all visitors to have an enjoyable visit. We therefore expect all visitors to display courtesy and respect for others and for Museum property at all times.

Group leaders/teachers should therefore not allow members of their group to:

- Use threatening, abusive or violent behaviour
- Bully (verbally or physically)
- Make any sexist, racist or other offensive remarks toward any other person or group
- Vandalise Museum property or displays
- Leave litter on the Museum premises
- Feed, touch, scare or hurt any animals present
- Enter areas of the Museum that are cordoned off
- Use bad language
- Smoke
- Consume alcohol outside designated areas (e.g. restaurant and picnic areas) or use illegal drugs
- Eat or drink apart from in cafes, restaurant and places set aside for school parties to eat their own refreshments
- Use mobile phones in the galleries

In the event that any of the above are not followed the Museum reserves the right to refuse admission and/or ask the group to leave