

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 Welsh Slate 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 our 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 Welsh Slate Museum by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school during the visit, including lunchtime.

We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group.	
BACKGROUND	
Experience	The Museum shows the story of the Welsh slate industry and has been open to the public for 32 years.
Venue / Attraction Details	<p>The Museum is situated in the original workshop buildings of the Dinorwig Slate Company. Much of the original machinery is still in place and there are four reconstructed quarrymen's houses on site, as well as a working incline.</p> <p>A typical school visit lasts around one and a half to two hours.</p>
Visitor Numbers	Annually we receive approximately 130,000 visitors, about 13,000 of whom are school children.
Contact Information	<p>To book a visit please telephone 01286 873717 and ask for the shop.</p> <p>If you wish to discuss the details of your visit further or arrange a preview visit, please phone and ask for the Education Officer on 01286 873706.</p> <p>If after your visit you have any concerns or experienced any problems regarding the management of the venue or safety and health of members of your party, we would welcome the opportunity to discuss these with you.</p>

GENERAL INFORMATION	
Animals / Animals Fouling in Public Access Areas	<p>Dogs are allowed at the site but not within the houses. They must be kept on a lead at all times.</p> <p>Assistance dogs accompanying visitors who are deaf or blind are most welcome.</p> <p>Owners are expected to clean up after their dogs.</p>
Communication Systems	Museum Assistants carry two-way radios.
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>In case of emergency, follow the guidance of Museum staff.</p>

<p>Facilities for Visitors with Special Needs</p>	<p>The Welsh Slate 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 website www.nmgw.ac.uk/wsm/accessguide or by ‘phoning 01286 873717.</p> <p><u>Physical Impairment</u></p> <p><u>Access to the site</u> There is wheelchair access suitable for unaccompanied wheelchair users to most parts of the museum, along slate paving and paths covered in slate chippings. However, due to the nature of the museum buildings some areas may require extra assistance:-</p> <p><u>Railway tracks</u> run throughout the site and may cause difficulty if visitors leave the official pathways.</p> <p><u>Pattern loft</u>: unfortunately the only access to the pattern loft at the moment is via a stairway therefore wheelchair users cannot access it.</p> <p><u>Smithy</u>: the pathway narrows slightly in the smithy making it impossible for a wheelchair to use the normal pathway. Please ask a member of staff to assist with opening the barriers to allow access.</p> <p><u>Fron Haul – Quarrymen’s Houses</u>: there is a slight gradient to the path here and unaccompanied wheelchair users may need staff assistance. The nature and historical correctness of these houses makes access by most wheelchairs difficult. Please contact a member of staff if you have any problems.</p> <p><u>Visual Impairment</u> Few objects are in glass cases. Museum staff are happy to allow visitors the opportunity to touch and handle the exhibits to give a full explanation of their role.</p> <p><u>Hearing Impairment</u> Video presentations can be seen throughout the museum. Induction loops are available and headsets can be worn in the 3D show.</p>
<p>First Aid</p>	<p>If First Aid is needed, please contact a member of Museum staff who will then summon a trained first aider.</p>

Guided Tours / Interpreter-Led Activities	The Museum will have assessed the risks involved in a particular activity and will verbally advise you of these and the control measures adopted.
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 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 assess the risks and consider an appropriate safe supervision level for their group.</p>
Medical Needs	<p>School or group leaders should contact Museum Education 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>Only children under 12 can use the play equipment.</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>

	Unsupervised groups may find that they are denied entry.
Schematic Map	A map of the site is included in your Planning Your Visit booklet. Please photocopy the required number for all your group leaders.
Site Inspections of Venue Facilities / Areas	Museum staff conduct regular inspections of the facilities which are recorded.
Site Staff Identification	All Museum staff wear identification badges and can be approached if you have any worries or concerns. They will be able to help you or direct you to the appropriate place for help.
Vehicle Traffic	A visitor coach and car park is available for use. It is located in Parc Padarn.
Weather Protection / Sun Safety / Clothing	Visitors will be outdoors during their visit so please bring appropriate clothing and footwear.
Welfare Facilities	<p><u>Toilets</u> Toilets are situated in the café at the rear of the site, as well as in Parc Padarn near the coach park. These include facilities for disabled people.</p> <p><u>Sandwich Room</u> All schools wishing to use the sandwich room will need to pre-book when arranging their visit.</p>

AREAS OF HIGHER RISK	
Buildings	<p>Fron Haul, (quarrymen's houses), Chief Engineer's House, – open fires at times.</p> <p>Fron Haul – low doorways, steep stairs, dark rooms.</p>
Machinery	The original workshop machinery is on display and exposed. Children should be warned to take care.
Slate chippings	These cover the ground and children should be warned not to throw or play with these.
Waterwheel	This is reached by 40 outdoor steps, non-slip surface, or a lift.
Play Area	Suitable for children under 12, surfaced with rubber matting.
Movement of trains	At times extra tracks will be placed in the main yard, used by model trains. The tracks in the front of the Museum are used by locomotives.

OTHER RELEVANT INFORMATION	
Please note Potential Hazards	There is a level crossing (full barrier controlled) used regularly by the Llanberis Lake Railway at the entrance to the car park. Care should be

	taken when crossing towards Vivian Quarry.
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.