

AMGUEDDFA WLAN GENEDLAETHOL DRE-FACH FELINDRE NATIONAL WOOLLEN MUSEUM DRE-FACH FELINDRE

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 National Woollen Museum Dre-fach Felindre 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 National Woollen Museum Dre-fach Felindre actively supervising children within their care whilst on site.

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

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

BACKGROUND	
Experience	<p>The National Woollen Museum reopened to the public in April 2004 after a £2.6 million redevelopment.</p> <p>The Museum has had a presence in Dre-fach Felindre since 1974, firstly having a small exhibition within a working mill and later buying the mill and establishing it as a National Museum in 1984.</p>
Venue/ Attraction Details	<p>The venue tells the story of the Welsh woollen industry, through working machinery, archive material, hands-on displays and a textile gallery and facilities include a new education room, cloakroom, shop and a walkway above the working mill.</p> <p>Whether you are teaching history, science, art, design and technology, geography or are looking to advance your students' key skills, the woollen industry as a topic has something to offer you. Sessions are designed with the National Curriculum in mind and to have cross-curricular appeal for KS1-5.</p> <p>The Search Engine: Hands-on Learning Room houses the hands-on collection, together with activities and information on ways to explore it. With an emphasis on key skills, activities can take place in the Search Engine, back in the Museum or even around the village. This facility is available following attendance of a training day.</p>
Visitor Numbers	Annually we receive approximately 18,000 visitors and over 50 school groups.
Contact Information	<p>If you wish to discuss details of your visit or to arrange a preview visit, please contact Sally Moss, Museum Curator, on 01559 370929; e-mail: sally.moss@nmgw.ac.uk, or the Education Officer on 01559 372023; fax 01559 371592</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>

GENERAL INFORMATION	
Animals/ Animals Fouling in Public Access areas	<p>Dogs and pets are not allowed within the site.</p> <p>Assistance dogs accompanying visitors who are deaf or blind are most welcome.</p>
Communication Systems	All front of house staff have two-way communication.
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, 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	The National Woollen Museum tries to accommodate the requirements of visitors with special needs. Please contact us <u>in advance</u> to clarify what provision

Special Needs	<p>can be made for visitors with special needs.. 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. Our Access Guide is available on our website www.nmgw.ac.uk/nwmd or by 'phoning 01559 370929 or 01559 372023.</p> <p><u>Physical Impairment</u></p> <ul style="list-style-type: none"> - Wheelchair access is possible throughout the site. - There is a lift in the museum and a chair lift in the Weaving Shed. <p><u>Visual Impairment</u></p> <ul style="list-style-type: none"> - There are facilitators to assist/guide visitors. - Pupils with visual impairment are welcome to sit in the front row for audio presentations. - One gallery has low light levels for conservation reasons, but walkways and text panels are clearly illuminated. <p><u>Hearing Impairment</u></p> <ul style="list-style-type: none"> - Visual alarm systems are present within the venue. - Pupils with hearing impairment are welcome to sit in the front row for audio presentations.
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	Your school party will be allocated an experienced guide, who will take you through the site. 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 member of Museum staff who will take appropriate action.</p>
Maximum Party Sizes	<p>The venue caters for parties up to a maximum of 40/60 in number within the mill. Additional pupils can also work in the Education Room with teacher or NMGW staff.</p> <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 9 to 11) : 1 responsible adult: 10 -15 children School years 7 onwards (secondary age 11+) : 1 responsible adult : 15 -20 children.</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.
Medical Needs	<p>The Museum should be contacted by the school or group leader if any pupil is known to have any specific or serious medical condition or requirement. 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' and results of inspections are recorded in an equipment log.</p> <p>The climbing of trees within the venue is forbidden.</p>
Poisonous Plants / Fungi	Schools should advise all children that no plants, flower, fungi or berries should be picked or eaten.
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 - ignore the instructions of the guide (if provided) <p>Unsupervised groups may find that they are denied entry.</p> <p>Children are able to use the Education Room without direct supervision by NMGW staff but must be accompanied by a teacher or supervising adult member of the group.</p> <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>
Schematic Map	<p>A map which includes authorised pedestrian routes, vehicle routes and coach parking areas, as well as many other items of interest can be issued to schools on request.</p> <p>Please photocopy the required number for all your group leaders.</p>
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 site speed restriction, with appropriate signage of 10 m.p.h. is in place.

	<p>A Visitor Coach Park is available for use at Teifi Valley Railway at Henllan (approximately 5-10 minutes away by coach), which has spaces specifically marked.</p> <p>Pupils should alight from the bus on the passenger side on to Museum property and not on to the main road. Group leaders should arrange a time for the bus to return to the same point to collect teachers and pupils.</p> <p>Mini buses or small buses for the disabled are accommodated on site if we are informed in advance.</p> <p>Within the grounds, certain vehicles may require access. The speed limit (10 m.p.h.) will be strictly observed and vehicles will stay, where possible, on identified internal roadways.</p>
Weather Protection / Sun Safety	A number of areas are available throughout the venue which offer protection from the weather (adverse conditions or hot sunny days). These include covered common areas as well as the internal visitor centre and cafeteria.
Welfare Facilities	<p><u>Toilets</u> There are three public toilet blocks (with disabled facilities) located as follows :</p> <ul style="list-style-type: none"> - within the grounds (by the car park) - within the visitor centre / cafeteria - in the Education block. <p><u>Eating Facilities / Areas</u> A cafeteria is available within the venue offering a selection of snacks and drinks.</p> <p>On hot days the Education Officer ensures that water is provided at the Café following a facilitated tour of the Museum.</p>
Other Relevant Information	We are currently developing a town trail which is planned for the next academic year. This will involve teachers guiding pupils around the village and prior to opening will have been subject to full risk assessment in line with venue policy.
Review	This document and related safety information is updated regularly.

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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.