BECK ISLE MUSEUM

Information for visits by schools and other groups of young persons and for work experience placements.

**General Rules**

1. Smoking is not permitted anywhere in the museum buildings or in the courtyard.

2. Please ensure that all mobile phones are silenced before entering the building.

3. Eating and drinking are not permitted in the galleries other than in the activities room by arrangement.

4. Backpacks and bags may be left at the entrance to the museum or, by arrangement, in the activities room. Unattended bags or cases in other areas should be reported to the reception staff.

5. Photography and sketching are permitted for personal and study use throughout the museum unless stated otherwise.

The following information is about the health and safety policy and arrangements at Beck Isle Museum and is provided for schools and other educational and care organisations. This does not represent our full safety policy or risk assessment but should enable you to complete any risk assessment required by your organisation. While we cannot write a risk assessment for you further information and any clarification needed can be obtained by ringing the Museum Manager on 01751 473653. A copy of our health and safety policy will be made available to schools on request.

Group leaders are invited to look round the museum prior to their group visit in order to prepare for the visit and to undertake their own risk assessment.

**Supervision**

Groups must have an appropriate adult to child ratio of 1:6 for the visit (Primary Schools) and 1:8 (Secondary Schools) and the adults will be required to pay the normal entry fee unless a special group fee has been previously agreed. Where children require 1:1 assistance this must be provided in addition but in this case the accompanying adult will receive free admission.

Teachers and accompanying adults are responsible for the behaviour of the children during the visit and must remain with them at all times. Should emergency evacuation of the museum be required during the visit teachers should remain with the children and follow the directions of the museum staff.

We recognise that the children’s enjoyment of their visit may result in excitement and loud voices, however if their behaviour adversely affects the safety and enjoyment of other visitors or seems likely to endanger their own safety or that of the exhibits their supervisors may be requested to ensure that they behave in an acceptable manner or leave the building.

Certain rooms and other areas are closed to visitors for reasons of their own safety and notices to this effect are displayed. Adults in charge must ensure that the children comply with these requirements.

Those accompanying children with acute sensitivities should be aware that there are a number of stuffed animals and life-size human models throughout the museum. Dogs, other than guide dogs, are not allowed in the buildings but may be present under supervision in the courtyard.

All the museums activities are delivered in compliance with the Disability Discrimination Act.

A copy of our safeguarding policy will be made available to schools on request.

**Fire Alarms and Evacuation**

An automatic fire detection system and break-glass alarm points are fitted in all buildings and maintained by an outside contractor. The fire alarm and need to evacuate the site is signalled by a loud continuous alarm note in all building and an automatic call is put through to the brigade.

On hearing the alarm teachers, children and all other adults should immediately make their way out of the building through the nearest available exit to the assembly point on the grass. Those in the activities room and other buildings which open onto the courtyard should leave through the double gates and go to the assembly point. Teachers must call the register at the assembly point and report anyone missing to the museum staff or the brigade. You must not stop to collect bags, coats or other possessions and may not re-enter any of the buildings until permitted by the brigade.

Fire extinguishers are provided in most rooms but should not be used unless it is necessary to clear the escape route.

There will be at least two members of the museum staff on duty during your visit who have been trained in the necessary procedures and who will take charge until the brigade arrives.

**First Aid**

As the museum is staffed by volunteers there may not be a trained first aider available to provide first aid treatment although emergency aid may be available. First aid boxes are situated in the offices and at the reception desk and may be obtained on request for you to treat your own minor injuries. In case of a more serious medical emergency staff will contact Pickering Medical Centre (471295) or the nearest accident and emergency hospital (999).

All accidents must be reported to the reception where a record will be made and, if appropriate, passed on in accordance with RIDDOR.

**Risk Assessment**

The galleries and exhibits are displayed and maintained with the safety of museum visitors and staff in mind.

All areas of the museum and its activities undergo a full risk assessment annually and at other times if appropriate. Any risks identified are reduced as far as is reasonably practicable. Safety and security monitoring of all visitor spaces is undertaken several times each day. If visitors or organisations have any concerns about safety in the museum we would welcome their comments and assure them that they will be treated seriously.

The following table shows the main risks identified as applicable to visits by school parties and the measures taken to reduce them as far as possible.

 RISKS REDUCTION

1. Slips, trips and falls paths, corridors and stairs kept clear

 slippery walking surfaces treated

 handrails for steps and stairs

 chairlift in farming gallery

2. Lost children single exit from site continuously manned

 periodic patrol of all galleries

 supervision by accompanying adults

3. Cuts and scratches when objects checked for risks before each session handling objects and using tools appropriate cutting tools and stable surfaces supplied

4. Staining with inks, dyes and paints advice on protective clothing given

 washing facilities nearby

5. Toxic or allergic reaction to food colours and child friendly materials used

 supplied materials

6. Electric shock all electric equipment PAT tested and inspected prior to use

 direct, close supervision

**Insurance**

The museum has public liability insurance up to the value of £5,000,000.

**Activities Room**

The Activities Room is available by arrangement to leave possessions during your visit and for group use as a rest, lunch and activities venue. It will be locked while you visit the galleries.

Risk Assessment for Placements for 14 – 19 Work Experience

The following details together with those given for school group visits should provide sufficient information for a general external risk assessment to be made. A comprehensive risk assessment appropriate to the tasks involved in each specific placement will be undertaken by the museum together with the trainees as part of their training.

The person responsible for health and safety and as the Fire Officer is the Museum Manager Ella Voce.

The maximum number of trainees accepted at any one time will be determined by the Museum Manager to enable direct supervision throughout the placement.

The museum has a written health and safety policy which is revised annually or more often when necessary and which will be made available to each trainee.

1. Beck Isle Museum is considered to provide a safe working environment.

2. Full risk assessment is carried out in accordance with the Fire, Management, Workplace, COSHH and other appropriate regulations. Risks are evaluated and any considered significant are eliminated or reduced to an acceptably low level.

3. All necessary safety posters, notices and labels are displayed.

4. There have been no reportable accidents to trainees and no improvement notices have been issued to date.

5. Fire protection and fire fighting equipment is provided and maintained under an external contract. Staff are trained to respond appropriately in the event of a fire or other emergency.

6. First aid boxes are available at several locations on the site.

7. All electrical equipment for use on the site is PAT tested annually and inspected for minor faults before each use.

8. There is no mechanically or electrically powered work equipment available to trainees, other than computer work stations.

9. Hand operated machinery is guarded or immobilised where a significant risk has been identified.

10. Suitable, well maintained hand tools may be used where appropriate and after training.

11. No highly toxic, flammable or otherwise harmful materials are used or available on- site, other than domestic cleaning products and maintenance products restricted to workshop personnel.

12. There will be no requirement for heavy lifting and handling or for working at heights.

13. The stability of heavy machinery, storage units and displays is checked regularly.

14. All noise levels are within permitted limits.

15. Protective clothing and equipment will not be required for safety purposes but where it is necessary to protect clothing and hands from soiling it will be provided.

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