

## ADVICE ON COMPLETING A RISK ASSESSMENT

### PUBLIC LIABILITY INSURANCE

Insurer: S-Tech Insurance Services Ltd  
154–156 Victoria Road  
Cambridge  
CB4 3DZ

Policy renewed annually in April  
Limit of indemnity: £15,000,000

[View the current certificate](#)

### GENERAL INFORMATION

The museum's public exhibitions and public areas have been designed and are maintained as safe spaces for all our visitors. We can't complete risk assessments on your behalf; we advise group leaders to visit the museum before bringing a group. This will help you plan your day and identify any requirements and risks.

For health and safety within the museum, **the required ratio of adults to children under the age of seventeen is 1:10**. Group leaders are made aware of required pupil-teacher ratios at the time of booking and in the confirmation documents emailed to them.

Teachers/group leaders remain responsible for the general health and safety of the children in their party as at school. **Adults should remain with groups at all times**, for their general health and safety and to accompany them in case of evacuation.

We strongly recommend that teachers/group leaders brief children and accompanying adults with a plan of action in case of an evacuation, other emergency, or in the event of a child being separated from the group. Public address announcements can be made for lost children in the event of an emergency.

If the behaviour of any children or adults in the group adversely affects the safety or enjoyment of other visitors to the museum, we will ask them to leave the museum, accompanied by their teacher/group leader.

Potential hazards are identified in a daily monitoring programme. They are isolated or rectified immediately.

### EMERGENCY ACTION PLAN: INSTRUCTIONS FOR GROUPS

The museum has a robust Evacuation Policy with clear responsibilities for all museum staff in the event of an evacuation.

A continuous alarm is used to alert staff and visitors of an evacuation. When the alarm is raised an automatic call is put through to the fire brigade for attendance.

The assembly point after the evacuation is located in Sharpe Street Car Park, directly behind the museum building.

The museum is equipped with firefighting equipment which conforms to current regulations and is maintained on an annual basis by an outside licensed contractor.

Teachers/group leaders should brief their group before they enter the building.

**Group Leader: brief to your group**

In the event of an evacuation you will hear an alarm (continuous sounder) and/or you may be asked to leave the building by a member of staff.

Leave the building via the nearest emergency exit in a calm manner.

Make your way to Sharpe Street car park at the rear of the building (see attached plan). Report to your group leader.

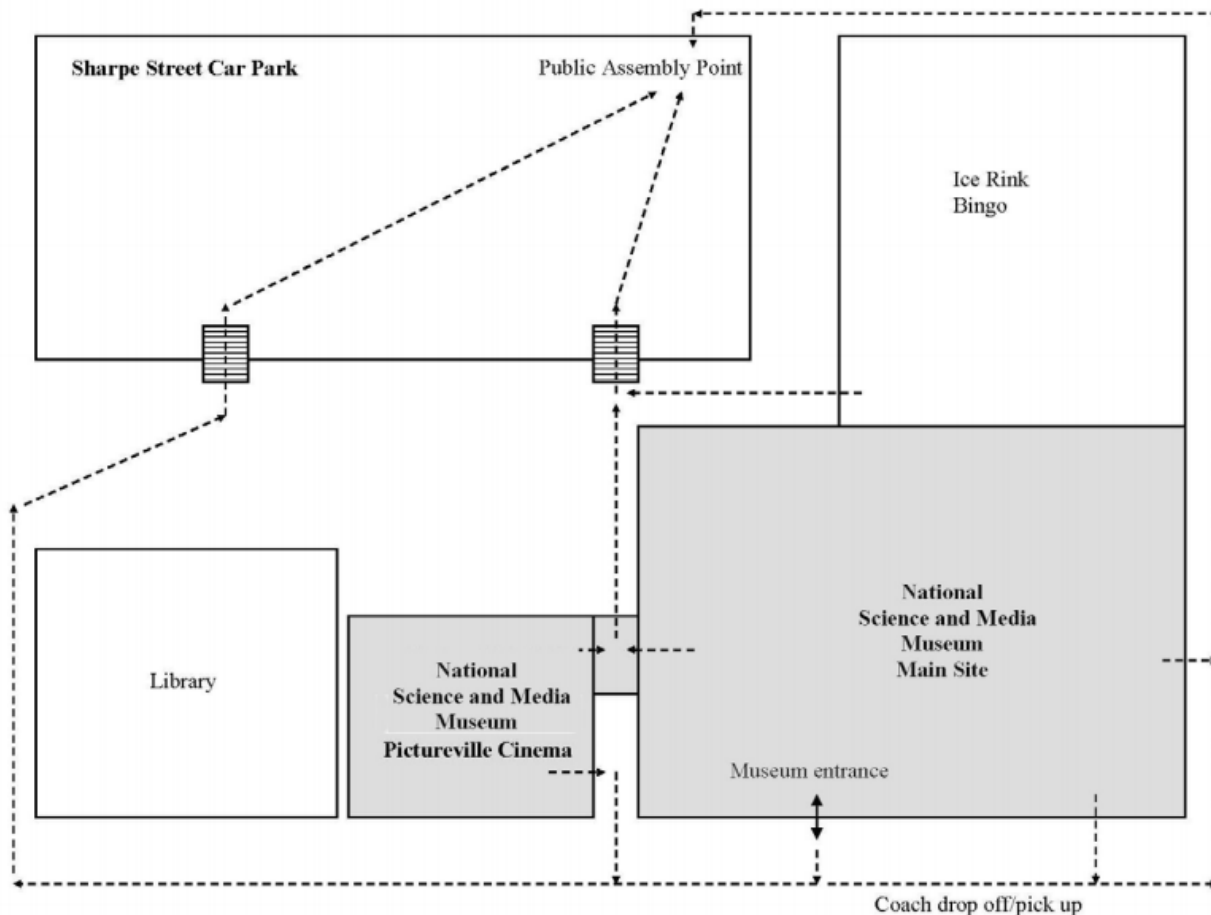
**Group Leader: further information**

The group leader should account for all members of the group. If there are any missing persons, please report this to the Public Assembly Officer who will be wearing a high-visibility jacket. This member of staff has radio communication with the Incident Controller and will assist in locating any missing persons.

In the event of an evacuation you must not use the lift. If your group contains any wheelchairs or people with movement difficulties who are unable to use the stairs, make your way to one of the main staircases where our staff will offer further assistance. Please make us aware on arrival of any assistance you may require so we are able to make the necessary emergency provisions.

These notes should be read and fully understood by the group leader in charge of the visit to the museum and if there are any questions please do not hesitate to contact a member of staff on arrival on contact us before your visit on 0844 856 3799.

## Emergency Evacuation Routes to the Public Assembly Point



### HEALTH AND SAFETY AND FIRST AID

The museum has trained members of staff able to provide First Aid treatment. Each trained member of staff undergoes a four-day training certificated course provided by 1st Aid Fire or St John Ambulance and approved by the Health & Safety Executive.

The museum has a fully equipped First Aid room on the ground floor.

To contact a First Aider you should approach a uniformed member of staff.

The nearest A&E Department is at Bradford Royal Infirmary, 01274 542 200.

### Accident Reporting and Investigation

Each time a First Aider attends to a casualty they are required to complete an Accident Report detailing the circumstances of the incident and any injuries sustained.

If required these details are reported to the Health & Safety Executive through the RIDDOR system. The Senior or duty Visitor Services Manager is responsible for investigating any accident that occurs to visitors.

### Vetting of Employees

The museum employs the services of the National Identification Services (NIS), a system used by most national museums and academic authorities.

Museum staff and temps are processed through this service at a level one stage.

No member of staff is allowed to start work within the museum until all their references have been checked thoroughly.

All employees who are required to work directly with children, young people and/or vulnerable adults are fully CRB checked.

### **Risk Assessments and Hazard Identification**

The museum's public exhibitions have been designed and are maintained as safe spaces for all our visiting public.

Activities for schools are designed with full consideration of risk control measures.

Assessments are completed for all new works and activities.

Any hazards are identified in a daily monitoring program and isolated or rectified immediately.

### **Science Museum Group Health and Safety Policy Statement**

The Board of Trustees are committed to ensure that the museum will promote the highest standards of safety, including safe working conditions, in accordance with the provisions of the Health and Safety at Work Act 1974 and other relevant legislation. The museum will provide appropriate resources and ensure that all staff receive adequate training in safety matters. The museum recognises its duty to provide for the safety of all its staff, visitors who use the museum, and employees of contractors and others working on the premises. It is the intention of the museum that the safety of the individual must be accorded an over-riding priority over work requirements.

It is the aim of the museum to ensure continual improvement in safety performance and ensure that all significant risks are controlled and managed.

It is a fundamental principle of the museum's Safety Policy that all staff with managerial responsibilities are directly responsible for the safety of employees in their charge by ensuring that: safe systems of work exist; safety policies and procedures are made clear to all; safety policies and procedures are adhered to; and, that unsafe practices are not allowed to develop.

The museum requires that its staff take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work. It is the duty of every employee to co-operate with management so far as is necessary to fulfil or meet any duty or requirement imposed upon the museum or any other person by or under the relevant statutory provisions of law dealing with health and safety matters.

All safety equipment provided must be used by employees whenever necessary and for its intended purpose. All museum safety guidance notices must be treated as minimum standards.

The Board of Trustees looks to the museum Director to implement any necessary administrative arrangements to promote the highest possible standards of health and safety, including the establishment of a Museum Safety Committee.

The museum will, through its management arrangements, ensure an effective relationship with Science Museum Group Enterprises Ltd in order to ensure that standards of safety are maintained.

The Board of Trustees invites the support of the museum's Trade Union Side and every member of staff in achieving these aims.