RISK ASSESSMENT GUIDANCE FOR TEACHERS AND GROUP LEADERS Sept 24

THE STAINED GLASS MUSEUM

The following information is provided to help you prepare a risk assessment for your visit to The Stained Glass Museum.

Planning Visits

We strongly recommend that you make a pre-visit before you bring your group so that you can assess potential hazards for yourself, both in our venue and on your journey to us. Please email learning@stainedglassmuseum.com or call 01353 660347 to arrange a free planning visit.

Our Gallery and Workshop Areas

All the Museum's public areas are checked on a daily basis to remove or minimise hazards to ensure they are safe for schools, groups, and other visitors. Please be aware that the Museum is accessed via a stone spiral staircase (40 steps). There are no toilet facilities in the Museum or workshop area, the nearest are next to the Lady Chapel on the ground floor of the Cathedral.

Our Activities

All our activities are designed and managed to remove or minimise hazards and we carry out a risk assessment for each activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed or steps taken to minimise their risk. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. If a session involves a specific hazard that we feel group leaders or participants should know about, we will send this information in advance of the visit and remind the group leader at the beginning of the activity.

Our Staff and Volunteers

Our Learning Officer, staff, volunteers and freelancers are required, where eligible, to undertake an enhanced DBS check. Everyone is familiar with and complies with our Safeguarding Children and Vulnerable Adults Policy and associated procedures. Please also read our **Safeguarding policy** which is available on the Learning pages of our website. **Whilst we may split your group for certain activities, either you or your accompanying adults must remain with your group at all times**. We will provide information on group activities in advance so that you are well-informed about restrictions on group sizes and timetabling of activities. Please do bear in mind that sufficient staffing will be needed to remain with groups if individual children need to be escorted downstairs to the toilets during sessions.

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Fire and Evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups are escorted to an evacuation point by our staff or volunteers who work with teachers to ensure all pupils are present and safe.

First Aid

A First Aider is always available within the Cathedral. Please inform our staff or Learning Volunteers if anyone in your group requires assistance due to illness or injury.

Insurance

We have public liability insurance providing cover up to £5million through Ecclesiastical Insurance.

Health and Safety

We have a written health and safety policy and all our staff and volunteers receive health and safety training appropriate to their role.

Lost Children

Please inform our staff or Learning Volunteers immediately if any child becomes separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

Supervision

Group leaders and accompanying adults are responsible for the general health and safety of their group and should remain with them at all times in our building and during any emergency evacuations. We recommend the following adult to child ratios (based on current NSPCC guidelines):

- **0 - 2 years -** one adult to three children
- **2 - 3 years -** one adult to four children
- **4 - 8 years -** one adult to six children
- **9 - 12 years -** one adult to eight children
- **13 - 18 years -** one adult to ten children

We reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15.

Further Advice

If you need more information to help you prepare your risk assessment or would like to meet the Learning Officer when you make a planning visit, please email learning@stainedglassmuseum.com or telephone 01353 660347.**We hope you have a safe and enjoyable visit.**