

## **Safety Guidelines for Group Visits**

*Museum staff aim to make group visits and activity sessions as enjoyable and safe as possible for everyone. These guidelines have been devised to safeguard the Health and Safety of visiting children, and the guidelines have been written as a result of our Risk Assessment procedures.*

### **Movement around the Museum**

- We encourage groups to be considerate of other visitors when they move around - assigning a small group to an accompanying adult seems to work well.
- Visitor groups need to approach staircases carefully, with a warning to climb or descend in an orderly fashion.
- If the visitors are wearing costume that is long and liable to trip them up, they are advised to lift their costume so they can walk up or down the stairs safely.
- People who use wheelchairs can fully access the Museum.

### **Shop purchases**

- For ease and speed of operation, we ask groups to approach the counter in small numbers at a time.

### **Toilets**

- There are both boys and girls toilets in the Education Suite at Cusworth Hall & Park which are not accessible to the general public.
- These toilets are checked after morning and afternoon sessions to assess any damage or misuse.
- There are toilets on site at Cusworth Hall & Park and Doncaster Museum & Art Gallery which are used by the general public, so your adult supervision is important here.
- Please make sure that the public toilets are used by small numbers at any one time, for the comfort and safety of everyone.

### **Lunches on site**

- After an activity we advise group members to wash hands before lunch. We expect group leaders to supervise during the lunch break.

## **Object handling session**

- Objects for handling are regularly checked for sharp edges and splinters, to avoid injury.
- Objects must not be carried around the room. If they are to be lifted make sure that both hands are used and the object is above a table.
- Although every care is taken to choose objects that are safe to handle there are moving parts on some objects so adult supervision is needed at all times.

## **Wearing costume and accessories**

- Adults always supervise young visitors when trying on clothes and accessories.
- The Education Officer gives advice about the danger of tripping up when wearing long clothes.
- We carry out regular checks for discomfort, with rapid removal of the offending items if the child becomes distressed.

## **Electricity**

- We have protective socket covers fitted to power points.
- Our electrical equipment is tested regularly, to comply with legislation.
- To avoid trailing cables, we route extension leads and tape them down.

## **Emergencies and security**

- The Museum has alarms in all activity areas and we have procedures to deal with emergencies. There are clearly signed escape exits from the classroom area.
- First Aid equipment is available, and some members of staff have received basic first Aid training, although we cannot guarantee that those staff will be available during your visit.
- We advise group members to keep money and valuables about their person.

## **Risk Assessments**

- We encourage you to visit our sites to preform your own risk assessment before your trip. Please contact us to arrange a visit.
- All of our workshops are individually risk assessed.

Please contact us if you have any enquires.