

York Museums Trust

York Museums Trust Education Visits

Health and Safety

We are delighted to welcome your group to York Museums Trust. The following information has been produced to assist you in planning a visit to our sites. It includes information on risk assessments, supervision and fire procedures. Should you have any further queries please contact the Learning Assistant on 01904 650333 or e-mail groupbookings@ymt.org.uk

Public Liability Insurance

Our sites are fully covered by public liability insurance.

York Museums Trust	
Policy number	XAO-272038-7553
Expiry date	31 st January 2012
Insurance Company	Zurich Insurance Company (Zurich Municipal)

Carrying out a risk assessment

Our sites are low risk environments and injuries to visitors are very rare. However, group leaders will need to undertake a risk assessment specifically for their group in line with school and LEA policies and DfES guidelines.

We recommend that a preliminary visit is made to carry out this risk assessment. A preliminary visit voucher will be sent to you on request, enabling two adults and two children to make a free visit to your chosen site.

Guidance to help you write your risk assessment:

York Castle Museum is an atmospheric museum, housed in two 18th century former prison buildings. Consequently many of the corridors are narrow and some of the doorways are quite low. There are three floors to each building, with a total of nineteen flights of stairs on the public route. Certain areas of the museum are dimly lit to preserve the collections. Some of the floor levels (for example in Kirkgate, the Victorian street) are slightly uneven for aesthetic reasons. A one-way route operates within the museum. There are many glass-fronted display cases within the museum. The ground floor of the museum is accessible to wheelchair users.

The Yorkshire Museum is located in the Museum Gardens in York. The Gardens are a large, open space, and teachers should be aware that outdoor activities will take place in public areas, and suitable levels of supervision should be employed. The museum is on several levels, with stairs leading to all galleries and a lift access to all floors. Some of the galleries are dimly lit, and the stone remains of St. Mary's Abbey are included in the display areas. Some objects are on open display, while others are behind glass-fronted display cases. The museum has a changing exhibition programme.

York Art Gallery has a changing exhibition programme, and work on display includes sculpture, paintings and ceramics. The ground floor of the gallery is fully accessible to wheelchair users. Some objects are displayed in glass fronted display cases. Some of the galleries are dimly lit. There is a mixture of tiled and wooden floors throughout the gallery.

If you have booked an education workshop you can ask to see a guidance copy of the risk assessment which covers the activities you and your pupils will enjoy. This is intended as a guide only, and should not replace your own risk assessment which takes into account the specific requirements of your pupils.

Should you wish to discuss any aspect of carrying out a risk assessment for your visit, please call the Learning Assistant on 01904 650333

Arriving at our sites

There is no coach parking at our sites, and many of our buildings are located in city centre locations. Group leaders may wish to include the walk to our sites within their risk assessment.

On arrival at our sites large groups may be split into smaller groups to enter the galleries, with an interval of a few minutes placed between each group.

Should you have any specific requirements on the day of your visit, please do not hesitate to pass this information on to a member of staff. We have an experienced team of guides who will ensure you have a safe and enjoyable visit.

Supervision levels

Our policy is that an adult must accompany children under the age of 16. We expect sufficient adults accompany groups to provide the following levels of supervision:

Nursery: 1 adult per two children

Key Stage 1 & 2: 1 adult per 6 pupils

Key Stage 3 and 4: 1 adult per 10 students

Free entry is given to accompanying adults within these ratios.

We ask group leaders to supervise pupils in all areas of our sites. For the safety of all visitors running is not permitted in any part of the museum.

Fire Evacuation

Should the fire alarm sound on the day of your visit please make a head count of your group as soon as possible. As we sometimes have more than one school group in our buildings at any one time we suggest that you elect one member of staff to be responsible for ensuring all of your group are safely assembled outside the building. Please inform the Fire Warden (identified by a fluorescent jacket) at once if a member of your group is missing.

Please note that when the alarm sounds some doors in our buildings automatically close. A search and sweep system of evacuation is operated in the buildings, and York Museums Trust staff will direct your group out of the nearest fire exit. Ensure pupils stay in the assembly area so

that emergency vehicles can access the museum. York Museums Trust staff will inform you when it is safe to re-enter the building.

Assembly areas:

York Castle Museum – Eye of York (grassy area at the front of the building)

York Art Gallery – outside the front of the building, in Exhibition Square

Yorkshire Museum and Gardens – at the Rose Garden at the front of the main museum building.

Child Protection

All learning team staff hold a current Enhanced CRB Disclosure. Some activities take place in public areas, and we ask group leaders to ensure they supervise pupils at all times. Should you have any concerns about any aspect of your visit, please contact us on 01904 650333.

First Aid

Our sites are comprehensively equipped for the provision of first aid at work. Should a member of your group need assistance please inform a member of staff, identified by York Museums Trust blue uniforms. All accidents and near misses should be reported to a member of staff as soon as possible.

Toilet facilities

Each of our sites is equipped with toilet facilities. We ask group leaders to supervise pupils in small groups when using these facilities.

Shop facilities

Our shops sell a wide range of items. In order to ease congestion we ask that no more than 10 pupils visit the shop at any one time.

Food and Drink

Food and drink must not be consumed in the museum and gallery display areas. Certain rooms can be booked in advance for school lunches. During the summer months outside areas may be used as picnic areas.

Lost children

We ask that group leaders make checks at regular intervals to ensure all members of their group are with them at all times. Should a member of your group be missing, please inform a guide (identified by York Museums Trust uniforms) who will make radio contact with other staff.

Courtesy to other visitors

We ask all group leaders to remind pupils to treat other visitors with courtesy. Please do not allow pupils to lay on the ground, causing a trip hazard to their group and other visitors.

We wish you a safe and enjoyable visit!