

SCHOOLS RISK ASSESSMENT



**LONDON
MUSEUM
DOCKLANDS**

We strongly recommend that you make a planning visit before you bring your group. This will help you identify potential hazards in our building and on your journey to us.

There's no need to book in advance for a planning visit to our free galleries. If you'd like to make a planning visit to a paid exhibition or our interactive Mudlarks gallery, please call our Box Office on **020 7001 9844**, or email **boxoffice@londonmuseum.org.uk**. Here is some information to help you write your own risk assessment.

ESSENTIAL INFORMATION

- Teachers and accompanying adults are responsible for the health and safety of their group and should always remain with pupils. We suggest your school to maintain these ratios at all times:
Foundation stage – 1:3 Key stage 1 – 1:6 Key stage 2 – 1:6 Key stage 3 – 1:10
Key stage 4 – 1:15 Key stage 5 – 1:15 SEND – 1:5
- Our staff: All our staff have undergone a basic disclosure check and they're familiar with our safeguarding policy.
- Our activities with schools: Our activities are designed to remove or minimise hazards. We carry out our own risk assessments and they're updated regularly. If an activity has a potential hazard that we feel you should know about, we'll send this information in advance and remind you at the beginning of the activity.
- Our galleries, exhibitions and public spaces: The museum is designed and maintained to ensure it's safe for schools and visitors. We check all our spaces daily to remove or minimise hazards.
- Visitor behaviour: We expect all pupils and adults to behave respectfully towards staff, volunteers and other visitors. Everyone should be treated with kindness and dignity, and no one should experience harassment, discrimination or intimidation. Where such behaviours do occur, we will address these behaviours as quickly and effectively as possible and may ask individuals to leave. Serious incidents may be reported to the police.

ADDITIONAL INFORMATION

- Fire evacuation: In the event of a fire evacuation, our staff will escort school groups to a muster point and will work with you to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.
- First aid: We have members of staff trained in providing first aid. Please inform our gallery staff immediately if anyone in your group needs assistance due to illness or injury.
- Lost pupils: Please inform our gallery staff immediately if any pupils become separated from the group and you're unable to find them. We have procedures in place to deal with these situations efficiently.