

NATIONAL WOOL MUSEUM

SAFETY INFORMATION TO HELP SCHOOLS TO PREPARE FOR SCHOOL VISITS AND RISK ASSESSMENT

Please remember that:

- schools are responsible for doing their own risk assessments, and that
- we are unable to fill in, check or sign any sections of school risk assessment forms as these are not our responsibility.

We recommend that teachers refer to the document 'Educational visits – a safety guide for learning outside the classroom' produced by the Welsh Government and available from <http://wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety/educationalvisits/:jsessionid=CC364D492C0442067B43E5646C68BE21?lang=en> This clarifies that it is the responsibility of the Educational Visits Co-ordinator / the school to complete a risk assessment prior to any visit being made.

The safety information we provide is intended as a preparatory tool. It does not replace the need for your own risk assessment specific to the needs of your group and in line with the official guidelines and school/LEA policies.

Our safety information outlines the control measures undertaken by the Museum to avoid or reduce risk, together with rules of conduct for visiting groups. Your risk assessment will take into account the age, ability and specific needs of your group, any risk associated with your transport or possible weather at the time of your visit, in addition to the Museum's safety information.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

Lastly, at the end of the document we have attached extracts from the Museum's Child Protection Policy, for information.

SAFETY STATEMENT

The National Wool Museum fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.

Please be assured that the health and safety of visitors whilst on site is of our utmost concern. We have worked closely with the local authority regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.

We operate a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for the safety and welfare of visitors/participants are qualified to undertake the duties they are assigned.

Teachers and other school staff are kindly requested to work in partnership with the National Wool Museum by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school throughout the visit, including lunch times.

We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group.

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BACKGROUND	
Experience	<p>The National Wool Museum reopened to the public in April 2004 after a £2.6 million redevelopment.</p> <p>The Museum has had a presence in Dre-fach Felindre since 1974, firstly having a small exhibition within a working mill and later buying the mill and establishing it as a National Museum in 1984.</p>
Venue/ Attraction Details	<p>The venue tells the story of the Welsh woollen industry, through working machinery, archive material, hands-on displays and a textile gallery and facilities include a new education room, cloakroom, shop and a walkway above the working mill.</p> <p>Whether you are teaching history, science, art, design and technology, geography or are looking to advance your students' key skills, the woollen industry as a topic has something to offer you. Sessions are designed with the National Curriculum in mind and to have cross-curricular appeal for KS1-5.</p> <p>The Search Engine: Hands-on Learning Room houses the hands-on collection, together with activities and information on ways to explore it. With an emphasis on key skills, activities can take place in the Search Engine, back in the Museum or even around the village. This facility is available following attendance of a training day.</p>
Visitor Numbers	Annually we receive approximately 30,000 visitors and over 50 school groups.
Contact Information	<p>If you wish to discuss details of your visit or to arrange a preview visit, please contact the Administrative and Learning Support Officer Phone: 02920 573070 E-mail: Learning.wool@museumwales.ac.uk</p> <p>If after your visit you have any concerns or experienced any problems regarding the management of the venue or health and safety of members of your party, we would welcome the opportunity to discuss these with you.</p>

GENERAL INFORMATION	
Animals/ Animals Fouling in Public Access areas	<p>Only assistance dogs accompanying visitors who are deaf or blind are allowed on site.</p> <p>Drinking water is available on request from the café.</p> <p>Dogs must leave the premises to relieve themselves and staff will assist in identifying a suitable area.</p>
Communication Systems	All front of house staff have two-way communication.
Criminal History	Every member of Museum staff has received the DBS basic disclosure check. Staff who have unsupervised access to children and young people are subject to an enhanced check.

Emergency Evacuation	<p>Emergency evacuation procedures are in place. Museum staff are familiar with and practice these regularly.</p> <p>In case of emergency, an alarm will sound and you should leave by the nearest safe exit and follow the guidance of Museum staff.</p>
Facilities for Visitors with Additional Needs	<p>The National Wool Museum tries to accommodate the requirements of all visitors with additional needs. Please contact us in advance to clarify what provision can be made for members of your party who have additional needs.</p> <p>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with additional needs.</p> <p>A Museum Assistant would be pleased to advise you in order to ensure that you gain access to all of the public areas.</p> <p>Our Access Guide is available on our web site: https://museum.wales/wool/visit/access/</p>
First Aid	<p>If First Aid is needed, please contact a Museum Assistant who will summon a trained first aider.</p>
Guided Tours / Interpreter-led Activities	<p>The Museum will have assessed the risks involved in a particular activity and will verbally advise you of these and the control measures adopted.</p>
Insurance/Public Liability	<p>The Museum has commercial insurance in place for public liability https://museum.wales/accountability/liability_insurance/</p>
Lost Children	<p>Due to the size and structure of the Museum, children are at risk of getting lost if they stray from their group.</p> <p>Please advise children separated from their group to inform a Museum Assistant or member of Museum staff if they are lost.</p> <p>Should a group leader become aware that one of their group is missing, they should inform a Museum Assistant or a member of Museum staff who will take appropriate action.</p>
Maximum Party Sizes	<p>Please ensure that your pupils are supervised at all times.</p> <p>We suggest the following ratio :</p> <p>Foundation Phase (3 – 7 years old) : 1 responsible adult : 6 children Years 3 to 6 (7 to 11 years old) : 1 responsible adult : 10-15 children Years 7 onwards (11+ years old) : 1 responsible adult : 15-20 children</p> <p>Group leaders should however assess the risks and consider an appropriate safe supervision level for their group.</p>

Medical Needs	<p>The Museum should be contacted by the school or group leader if any pupil is known to have any specific or serious medical condition or requirement. We will need to consider and discuss emergency arrangements with you.</p> <p>Where it is safe to do so, we will aim to include fully pupils with specific or serious medical conditions within activities offered.</p>
Equipment / Play Equipment /	<p>All equipment is regularly checked to ensure it remains 'fit for purpose' and results of inspections are recorded in an equipment log.</p> <p>The climbing of trees within the venue is forbidden.</p>
Poisonous Plants / Fungi	<p>Schools should advise all children that no plants, flower, fungi or berries should be picked or eaten.</p>
Required Visitor Conduct	<p>We will expect you and the children under your care to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not enter areas which are not open to the public <input type="checkbox"/> Walk and not run around the galleries and the building; <input type="checkbox"/> Not touch any exhibits; <input type="checkbox"/> Behave in an orderly manner. <p>No food or drink is to be consumed in the galleries.</p> <p>Children are able to use the Education Room without direct supervision by National Museum Wales staff but must be accompanied by a teacher or supervising adult member of the group.</p> <p>Mobile telephones should be switched off during your visit. The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.</p> <p>All groups of students under the age of 16 must be supervised at all times and remain the responsibility of the school throughout their visit. Unsupervised groups may find that they are denied entry.</p>
Schematic Map	<p>A map which includes authorised pedestrian routes, vehicle routes and coach parking areas, as well as many other items of interest can be issued to schools on request.</p> <p>Please photocopy the required number for all your group leaders.</p>
Site Inspections of Venue Facilities / Areas	<p>Museum staff conduct regular inspections of the facilities, which are recorded.</p>
Site Staff Identification	<p>All Museum staff wear identification badges and can be approached if you have any worries or concerns. They will be able to help you or direct you to the appropriate place for help.</p>
Vehicle Traffic	<p>A site speed restriction, with appropriate signage of 10 m.p.h. is in place.</p> <p>A Visitor Coach Park is available for use at Teifi Valley Railway at Henllan (approximately 5-10 minutes away by coach), which has spaces specifically marked.</p>

	<p>Pupils should alight from the bus on the passenger side on to Museum property and not on to the main road. Group leaders should arrange a time for the bus to return to the same point to collect teachers and pupils.</p> <p>Mini buses or small buses for the disabled are accommodated on site if we are informed in advance.</p> <p>Within the grounds, certain vehicles may require access. The speed limit (10 m.p.h.) will be strictly observed and vehicles will stay, where possible, on identified internal roadways.</p>
Weather Protection / Sun Safety	A number of areas are available throughout the venue which offer protection from the weather (adverse conditions or hot sunny days). These include covered common areas as well as the internal visitor centre and cafeteria.
Welfare Facilities	<p><u>Toilets</u> There are three public toilet blocks (with disabled facilities) located as follows :</p> <ul style="list-style-type: none"> - within the grounds (by the car park) - within the visitor centre / cafeteria - in the Education block. <p><u>Eating Facilities / Areas</u> A cafeteria is available within the venue offering a selection of snacks and drinks.</p> <p>On hot days the Administrative and Learning Support Officer ensures that water is provided at the Café following a facilitated tour of the Museum.</p>
Activities	All of the activities offered are subject to specific risk assessment based upon current legislation, best practice, guidance and information.
Other Relevant Information	There is a town trail this involves teachers guiding pupils around the village and we have completed a full risk assessment in line with venue policy.
Review	This document and related safety information is updated regularly.

December 2017

Child Protection Policy

Our Child Protection Policy appears on our website

https://museum.wales/about/policy/child_protection_policy/

Please read the extracts below before your visit.

Leaders/Teachers Responsibilities while visiting the Museum

We wish to ensure that children, young people and vulnerable adults are protected from harm while visiting our museums. In addition to our responsibilities, we ask that leaders/teachers of groups exercise their own responsibilities.

In particular all leaders/teachers should:

- book workshop activities and visits in advance of their visit
- ensure they supervise the children/young people in their care at all times
- in the case of an accident, contact a member of staff who will follow our Staff Emergency Procedures
- in the case of a lost child, contact a member of staff who will follow procedures
- not have in their possession, or consume, alcoholic beverages, or use illegal drugs or smoke on our premises
- not verbally or physically abuse a child/young person
- ensure adequate insurance cover for the group and leader
- inform their group re expected behaviour while at our museums
- be considerate of other visitors and groups visiting the museums
- observe our Fire Precaution Procedures.

We wish to remind all leaders/teachers that the primary responsibility for the welfare of the children in their care rests with them at all times.

We will communicate concerns to the leader/teacher (unless this person is the source of concern) and follow this up with the school/organization.

Concerns about the conduct of the leader/teacher will be reported directly to the school/organization and possibly the police.

Due to the size and nature of each site, we have recommended adult-to-child ratios for each which should be adhered to for health and safety reasons.

Group conduct while in the Museum

We wish all visitors to have an enjoyable visit. We therefore expect all visitors to display courtesy and respect for others and for our property at all times during their visit.

Group leaders should therefore not allow members of their group to:

- use threatening, abusive or violent behaviour
- bully (verbally or physically)
- make any sexist, racist or other offensive remarks toward any person or other group
- vandalise property or displays
- leave litter on our premises
- feed, touch, scare or hurt any animals present

- enter areas that are cordoned off
- use bad language
- smoke
- consume alcohol outside designated areas (e.g. restaurant and picnic areas) or use illegal drugs
- eat or drink apart from in cafes, restaurants and places set aside for school parties to eat their own refreshments

In the event that any of the above are not followed we reserve the right to refuse admission and/or ask the group to leave.

CONFIRMATION OF INSURANCE

27 November 2017

TO WHOM IT MAY CONCERN

National Museum of Wales &/or NMGW Enterprises Ltd

We act as Insurance Brokers for the above named Insured and write to confirm that the following cover is in force.

Employer's Liability Cover applicable in respect of Volunteers
Insurer: Chubb Insurance Company
Policy Number: UKMSTC92060/B07972129952
Limit of Indemnity: £10,000,000 any one claim
Renewal Date: 23 November 2018

Public Liability
Insurer: Chubb Insurance Company/CNA (Cobra GAL Ltd)
Policy Number: UKMSTC92060/B07972129952
Limit of Indemnity: £20,000,000 any one claim
Renewal Date: 23 November 2018

Products Liability
Insurer: Chubb Insurance Company/CNA (Cobra GAL Ltd)
Policy Number: UKMSTC92060/B07972129952
Limit of Indemnity: £20,000,000 in the aggregate during the period of Insurance
Renewal Date: 23 November 2018

This document is provided for information only. It does not make the person or organisation to whom it has been issued an additional insured, nor does it modify in any way the above policies. Any amendment can only be effected by specific endorsement.

No obligation is accepted by Insurers or the undersigned to inform details of any amendments to the above policies subsequent to the date of issue of this document.

We will be pleased to clarify any points arising.

Yours faithfully

E L Bodsworth

Emma Bodsworth BA (Hons) ACII
Chartered Insurance Broker

Direct Dial: 01223 445407
Email: emmalb@s-tech.co.uk