

## NATIONAL WATERFRONT MUSEUM SWANSEA

### 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 DfES document:

‘Health and Safety of Pupils/Young People on Educational Visits - A Good Practice Guide, 1988’.  
<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>. This clarifies that it is the responsibility of teachers and group leaders 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 Waterfront Museum Swansea 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 fun, enjoyable and a 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 Amgueddfa Cymru – National Museum Wales to actively supervise children within their care whilst on site.

Pupils remain the responsibility of the school during 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.

## BACKGROUND

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| Experience                 | The National Waterfront Museum Swansea opened to the public on 18 October 2005. Our experience is based on the expertise of staff who have come from other venues to make up the team.   |
| Venue / Attraction Details | <p>The venue offers visitors the opportunity to experience many different aspects of how the development of industry in Wales affected the men, women and children of the communities that grew up around the centres of industry.</p> <p>In the Museum galleries they can see real artefacts and images from Wales's past, and experience a wide range of physical and IT interactives.</p> <p>The displays include 15 themes - Energy, Landscape, People, Sea, Communities, Organisations, Achievers, Money, Days Work, Networks, Coal, Land, Transformations, Metals and Frontiers.</p> <p>We recommend that you allow up to 1 hour to look around the Museum generally. Add on extra time for facilitated sessions or if you have any of your own activities planned for using the displays, and/or a bookable ½ lunch slot.</p> |
| Visitor Numbers            | Annual tax year target of 250,000, of which 30,000 will come from the formal education sector.   |
| Contact Information        | <p>To book a visit or to request a copy of our programme for schools, please contact the Museum's Education Department 01792 638950. If you want to discuss any special provision for Formal Education groups, please ask for Mandy Westcott. Sue James can help with outreach and access information.</p> <p>For information on the Museum or events please 'phone 01792 638950 or visit <a href="http://www.waterfrontmuseum.co.uk">www.waterfrontmuseum.co.uk</a></p> <p>If after your visit you have any concerns or experienced any problems</p>  |

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|  | 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. |
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| <b>GENERAL INFORMATION</b>                 |  |
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| Animals                                    | Assistance dogs accompanying visitors who are deaf or blind are most welcome. However pet dogs are not allowed in the Museum or the Museum's Courtyard Garden. Dogs are allowed on the park in front of the Museum.  |
| Communication Systems                      | Please note that hearing aid users should switch the setting to "T" to access the sound within the displays.<br><br>Please let us know if you need the facilitator of a book-able session to wear a loop.  |
| Criminal History                           | Every member of staff has received the National Information Service (NIS) check which is designed specifically for the museum sector and is a recognised equivalent to the basic CRB check.<br><br>Museum staff who have regular and/or unsupervised access to children are subject to enhanced CRB checks.  |
| Emergency Evacuation                       | Emergency evacuation procedures are in place. Museum staff are familiar with these and practice these regularly.<br><br>In case of emergency, an alarm will sound and a woman's voice will ask you to leave the building not using the lifts. You should leave by the nearest safe exit and follow the guidance of Museum staff.   |
| Facilities for visitors with Special Needs | The National Waterfront Museum tries to accommodate the requirements of visitors with special needs. Please contact us <u>in advance</u> to clarify what provision can be made for visitors with special needs.<br><br>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.<br><br>Our Access Guide will be available on our web site <a href="http://www.waterfrontmuseum.co.uk">www.waterfrontmuseum.co.uk</a> or by phoning 01792 638950.<br><br><u>Physical Impairment</u><br>Wheelchair access is possible throughout the museum with access to the first floor by two lifts. One of these can take electric mobility cars.<br><br><u>Visual Impairment</u><br>The lighting level within the Museum Gallery varies, but there are no sudden drop or increase in light levels. Please allow your eyes to adjust to the light in each area. Many of the display areas include audio presentations. |

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|                              | <p><u>Hearing Impairment</u></p> <p>There are hearing loops available at the front desk for the display areas. Many of the displays include IT presentations which have British sign language interpretation</p>  |
| First Aid                    | <p>If First Aid is needed please contact a member of Museum staff, who will then summon a trained first aider.</p>  |
| Visits, tours and activities | <p>Groups can spend time looking around the whole Museum or book slots of time to focus on particular displays. These slots will be teacher-led. Worksheets are available to help focus time within some display areas. Please contact us if you would like to see these in advance of your visit. You will need to let us know if you would like us to have copies of any of these ready for your visit.</p> <p>A variety of facilitated opportunities are also available, which you can choose from online by visiting <a href="http://www.museumwales.ac.uk/en/532/">www.museumwales.ac.uk/en/532/</a> Please contact us if you would like to discuss these or any other potential learning opportunities, including opportunities for students with specific learning requirements.</p> |
| Insurance /Public Liability  | <p>The Museum has commercial insurance in place for public liability (copy attached).</p>   |
| Lost Children                | <p>Please note that the venue has four entrance doors so great care should be taken to keep the group together. One external door opens onto a path along the edge of South Dock which is full of water, so care should be taken when moving around the site.</p> <p>Please advise children separated from their group to inform a Gallery 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 Gallery Assistant or a member of Museum staff who will take appropriate action.</p>   |

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| <p>Maximum Group Sizes / Supervision</p>            | <p>Please ensure that your pupils are supervised at all times.</p> <p>We ask you to keep to the following ratio :</p> <p>School years 1-3 (ages 5-8) : 1 responsible adult : 6 children<br/> School years 4-6 (ages 5-11) : 1 responsible adult : 10-15 children<br/> School years 7 onwards (secondary age 11+): 1 responsible adult : 15 - 20 children.</p> <p>The above are the ratios suggested by the DFES. Group leaders should assess the risks and consider an appropriate safe supervision level for their group.</p> <p>Unsupervised or insufficiently supervised groups of students under the age of 16 may find that they are denied entry.</p> <p>Groups of more than 35 will be asked to split into smaller groups for the duration of their visit.</p> <p>Please note that only 15 pupils under the age of 16 are permitted in the Museum shop at any one time and must be strictly supervised.</p> |
| <p>Medical Needs</p>                                | <p>School or party leaders should contact Education Department staff if any pupil is known to have any specific need or serious medical condition. 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>  |
| <p>Equipment / Play Equipment</p>                   | <p>All equipment is regularly checked to ensure it remains 'fit for purpose'.</p> <p>School staff must supervise children when using this equipment.</p>   |
| <p>Poisonous Plants / Fungi</p>                     | <p>None</p>  |
| <p>Required Visitor Conduct</p>                     | <p>Visitors must not</p> <ul style="list-style-type: none"> <li>• enter areas which are not open to the public</li> <li>• behave in an unruly manner</li> <li>• touch or climb any machinery or displays.</li> </ul> <p>The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.</p>  |
| <p>Schematic Map</p>                                | <p>A map of the venue and car park location can be sent to you, and a plan is available of the site when you arrive. The map gives information on coach/car parking and authorised pedestrian routes.</p>  |
| <p>Site Inspections of Venue Facilities / Areas</p> | <p>Museum staff undertake regular inspections of the facilities, which are recorded.</p>   |

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| Site Staff Identification       | <p>All of the following will be able to help you or direct you to the appropriate place for help.</p> <p><u>Museum</u><br/>All Museum staff wear photo identification badges and can be approached if you have any worries or concerns. Their uniforms are in navy and green with the NWMS logo.</p> <p>Volunteer staff within the Museum wear identification badges.</p>   |
| Vehicle Traffic                 | <p>There is a visitor coach park and car park to the west of the Museum on Oystermouth Road, opposite the large Tesco. You will need £5 in change to park here for the day. If you show your ticket from the pay and display machine to the man in the blue booth on your way to the Museum, he will give you a voucher to redeem for up to £3.50 back on your parking fee from the Museum shop. Remember to put the original ticket back in your vehicle. You may want to pass this information on to your coach driver. The approach to the Museum from the car park is wide, paved and level and will not be used by vehicles.</p> <p>Please enter the Museum via the Schools Entrance. Turn right just before the main entrance to find this entrance along the West side of the Museum, behind an unlocked gate.</p> |
| Weather Protection / Sun Safety | <p>The activities for the day will be indoors, but the car park is some way from the entrance and in the event of bad weather visitors should bring waterproofs. On warm days schools/ groups may want to use the enclosed Courtyard garden for lunch or to get a breath of fresh air. There is some shade near the building, but visitors should be aware of the need to shelter from the sun in hot weather.</p>  |
| Welfare Facilities              | <p><u>Toilets</u><br/>There is a unisex disabled access toilet with baby changing facilities in the Museum gallery.</p> <p>There are two sets of male and female toilets, one on the ground floor and another on the first floor of the old warehouse building of the Museum. In the same areas there are also toilets for disabled visitors. An additional toilet with facilities for disabled people is located, on the ground floor at the far end of the galleries in the new building.</p> <p><u>Eating Room</u><br/>A lunch time slot for you to use the Education eating room can be allocated on your timetable. In fine weather lunch may be eaten in the Courtyard Garden within your timetabled slot.</p> <p>Please note that no eating /drinking is allowed in the Museum.</p>                                |

| <b>OTHER RELEVANT INFORMATION</b> |                         |
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| Please Note                       | <u>Museum Galleries</u> |

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| <p>Potential Hazards and Control Measures</p> | <p>Steps, sharp corners on display cases and floors that can be slippery when wet.</p> <p>Groups must be supervised at all times. Museum staff are in attendance.</p> <p><u>Location near South Dock</u><br/>The dock is fully operational and so is full of water. One of the external doors leads onto this area.</p> <p>Groups must be aware of the location of this dock and they must be supervised at all times.</p> <p><u>People Display</u><br/>The beginning of the IT display includes changes between bright light and darkness. It is not a strobe effect, but the change is fairly rapid.</p> <p>Leaders should assess this change and undertake a risk assessment pertinent to the individual needs of their group members</p> <p><u>Working Industrial Machinery</u><br/>There are some working exhibits in the galleries. Other transport exhibits stand on plinths. None of these should be touched by visitors.</p> <p>Groups must be supervised at all times. Museum staff are in attendance.</p> |
| <p>Review</p>                                 | <p>This document and related safety information is updated regularly.</p>  |

## **Hydref 2007**

### **CHILD PROTECTION AT AMGUEDDFA CYMRU – NATIONAL MUSEUM WALES SITES**

**Our Child Protection Policy appears in full on the Web under About Us/Strategy and Policy. Please read the extracts below before your visit.**

#### **Leaders/Teachers Responsibilities while visiting the Museum**

Amgueddfa Cymru – National Museum Wales wishes to ensure that children are protected from harm while at the Museum. In addition to the Museum’s responsibilities, we ask that leaders/teachers of groups exercise their own responsibilities.

In particular, all leaders/teachers shall:

- Ensure they supervise the children/young people at all times
- In the case of an accident, contact a member of museum staff who will follow the Amgueddfa Cymru – National Museum Wales Staff Emergency Procedures
- In the case of a lost child, contact a member of Museum staff who will follow Museum procedures
- Not have in their possession or consume alcoholic beverages or use illegal drugs or smoke on the museum premises
- Not verbally or physically abuse a child/young person
- Ensure adequate insurance cover for the group and leader
- Inform the group of how to behave while in Amgueddfa Cymru – National Museum Wales

- Observe Amgueddfa Cymru – National Museum Wales 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-in-charge, (unless this person is the source of concern) and reserve the right to follow this up with the school/organisation.**

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

### **Group conduct while in the Museum**

The Museum wishes all visitors to have an enjoyable visit. We therefore expect all visitors to display courtesy and respect for others and for Museum property at all times.

Group leaders/teachers 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 other person or group
- Vandalise Museum property or displays
- Leave litter on the Museum premises
- Feed, touch, scare or hurt any animals present
- Enter areas of the Museum 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, restaurant and places set aside for school parties to eat their own refreshments
- Use mobile phones in the galleries

**In the event that any of the above are not followed the Museum reserves the right to refuse admission and/or ask the group to leave**

## CONFIRMATION OF INSURANCE

30 November 2011

### 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.

#### **Public Liability**

Insurer: Chubb Insurance Company & QBE Insurance (Europe) Limited  
Policy Number: 35865074 & B07972119952  
Limit of Indemnity: £20,000,000 any one claim  
Renewal Date: 23 November 2012

#### **Products Liability**

Insurer: Chubb Insurance Company & QBE Insurance (Europe) Limited  
Policy Number: 35865074 & B07972119952  
Limit of Indemnity: £20,000,000 in the aggregate during the period of Insurance  
Renewal Date: 23 November 2012

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



**Helen Cinque**

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