

NATIONAL SLATE MUSEUM

SAFETY INFORMATION TO HELP SCHOOLS PREPARE FOR SCHOOL VISITS TO AMGUEDDFA CYMRU MUSEUMS

This safety information is intended to help you prepare for a visit to the National Slate Museum. It does not replace the need for your own risk assessment specific to the needs of your group. We are unable to fill in, check or sign any sections of school risk assessments.

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 recommend that teachers refer to the document 'Health and safety on educational visits' which is produced by the UK government and is available from -
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

At the end of the document we have attached extracts from the Museum's Child Protection Policy.

SAFETY STATEMENT

The National Slate 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 visitors coming onto our site and using our facilities.

Please be assured that the health and safety of our 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 Slate Museum by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school during the visit, including lunchtime.

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

BACKGROUND

Experience	The National Slate Museum shows the story of the Welsh slate industry and has been open to the public since 1972.
Venue / Attraction Details	The Museum is situated in the original workshop buildings of the Dinorwig Slate Company. Much of the original machinery is still in place and there are four reconstructed quarrymen's houses on site,

	<p>as well as a working incline.</p> <p>A typical school visit lasts around one and a half to two hours.</p>
Visitor Numbers	Annually we receive approximately 140,000 visitors, about 8,000 of whom are school children.
Contact Information	<p>To book a visit please telephone 029 20573702. If you wish to discuss the details of your visit further or arrange a preview visit, please phone the Learning Manager on 029 20573706.</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>Dogs are allowed at the site but not within the houses. They must be kept on a lead at all times.</p> <p>Assistance dogs accompanying visitors who are deaf or blind are most welcome.</p> <p>Owners are expected to clean up after their dogs.</p>
Communication Systems	Staff carry two-way radios.
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, follow the guidance of Museum staff.</p>
Facilities for Visitors with Additional Needs	<p>The National Slate Museum tries to accommodate the requirements of visitors with additional needs. Please contact us <u>in advance</u> to clarify what provision can be made for visitors with additional needs.</p> <p>School 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>Our Access Guide is available on our website https://museum.wales/slate/visit/access/ or by 'phoning 029 20573702.</p> <p>Physical Impairment</p> <p><u>Access to the site</u> There is wheelchair access suitable for unaccompanied wheelchair users to most parts of the museum, along slate paving and paths</p>

	<p>covered in slate chippings. However, due to the nature of the museum buildings some areas may require extra assistance:-</p> <p>Railway tracks run throughout the site and may cause difficulty if visitors leave the official pathways.</p> <p>Pattern Loft: unfortunately the only access to the pattern loft at the moment is via a stairway therefore wheelchair users cannot access it.</p> <p>Smithy: the pathway narrows slightly in the smithy making it impossible for a wheelchair to use the normal pathway. Please ask a member of staff to assist with opening the barriers to allow access.</p> <p><u>Fron Haul – Quarrymen’s Houses:</u> there is a slight gradient to the path here and unaccompanied wheelchair users may need staff assistance. The nature and historical correctness of these houses makes access by most wheelchairs difficult. Please contact a member of staff if you have any problems.</p> <p>Visual Impairment Few objects are in glass cases. Museum staff are happy to allow visitors the opportunity to touch and handle the exhibits and give a full explanation of their role.</p> <p>Hearing Impairment Video presentations can be seen throughout the museum. Induction loops are available and headsets can be worn in the introductory film.</p>
First Aid	If First Aid is needed, please contact a member of Museum staff who will then summon a trained first aider.
Guided Tours / Interpreter-Led Activities	The Museum will have assessed the risks involved in a particular activity and will verbally advise you of these and the control measures adopted.
Insurance / Public Liability	<p>The Museum has commercial insurance in place for public liability – a copy can be viewed on the Museum’s website -</p> <p>https://museum.wales/accountability/liability_insurance/</p>
Lost Children	<p>Please tell children separated from their group to inform a 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 Group Sizes / Supervision	<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</p>

	<p>Years 7 onwards (11+ years old) : 1 responsible adult : 15-20 children</p> <p>Group leaders should assess the risks and consider an appropriate safe supervision level for their group.</p>
Medical Needs	<p>School or group leaders should contact Museum learning 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>
Equipment / Play Equipment	<p>All equipment is regularly checked to ensure it remains 'fit for purpose'. School staff must supervise children when using this equipment.</p> <p>Only children under 12 can use the play equipment.</p>
Required Visitor Conduct	<p>Visitors must not :</p> <ul style="list-style-type: none"> • enter areas which are not open to the public • behave in an unruly manner • touch or climb any working machinery. <p>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 group leaders or supervising adults throughout their visit.</p> <p>Unsupervised groups may find that they are denied entry.</p>
Schematic Map	You will receive a site map on arrival.
Site Inspections of Venue Facilities / Areas	Museum staff conduct regular inspections of the facilities which are recorded.
Site Staff Identification	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.
Vehicle Traffic	A visitor coach and car park is available for use. It is located in Parc Padarn.
Weather Protection / Sun Safety / Clothing	Visitors will be outdoors during much of the visit so please bring appropriate clothing and footwear.
Welfare Facilities	<p>Toilets are situated in the café at the rear of the site, as well as in Parc Padarn near the coach park. These include facilities for disabled people.</p> <p>All schools wishing to use the sandwich room will need to pre-book when arranging their visit.</p>

AREAS OF HIGHER RISK	
Buildings	Fron Haul, (quarrymen's houses), Chief Engineer's House, – open fires at times. Fron Haul – low doorways, steep stairs, dark rooms.
Machinery	The original workshop machinery is on display and exposed. Children should be warned to take care.
Slate chippings	These cover the ground and children should be warned not to throw or play with these.
Waterwheel	This is reached by 40 outdoor steps, non-slip surface, or a lift.
Play Area	Suitable for children under 12, surfaced with rubber matting.
Movement of trains	At times extra tracks will be placed in the main yard, used by model trains. The tracks in the front of the Museum are used by locomotives.

OTHER RELEVANT INFORMATION	
Please note Potential Hazards	There is a level crossing (full barrier controlled) used regularly by the Llanberis Lake Railway at the entrance to the car park. Care should be taken when crossing towards Vivian Quarry.
Review	This document and related safety information is updated regularly.

January 2019

CHILD PROTECTION AT 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

The 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 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 the National Museums Wales
- Observe 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

27 November 2018

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 2019

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 2019

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 2019

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

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