

## 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 on page 7, 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 the National Waterfront Museum Swansea 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.

<b>BACKGROUND</b>	
Experience	The National Waterfront Museum Swansea opened to the public on October 18 <sup>th</sup> 2005. The National Waterfront Museum is housed in spectacular fashion, in an original and listed waterfront warehouse linked to a new, ultra-modern slate and glass building. Industrial history and its impact on the lives of people in Wales are brought to life through images, films, maps, words, spoken testimony and the latest sensory technology that respond to hand gestures.
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 Made in Wales.</p> <p>We recommend that you allow up to 1 hour looking around the Museum for a general visit. Chargeable facilitated sessions are also available. The lunch room can be booked in 30 minute slots.</p>
Visitor Numbers	Annual tax year target of 235,000, of which 21,000 will come from the formal education sector.
Contact Information	<p>To book a visit for schools, please contact the Museum <b>02920 573 600</b>. If you want to discuss any special provision for Formal Education groups, please ask for Leisa Williams.</p> <p>For information on the Museum or events please 'phone 02920 573 600 or visit <a href="http://www.museumwales.ac.uk">www.museumwales.ac.uk</a></p> <p>If during, or 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>

<b>GENERAL INFORMATION</b>	
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	<p>Please note that hearing aid users should switch the setting to "T" to access the sound within the displays.</p> <p>Please let us know if you need the facilitator of a book-able session to wear a loop.</p>

Criminal History	<p>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 DBS check.</p> <p>Learning staff and external facilitators who have regular and/or unsupervised access to children are subject to enhanced DBS checks.</p>
Emergency Evacuation	<p>Emergency evacuation procedures are in place. Museum staff are familiar with these and practise these regularly.</p> <p>In case of emergency, an alarm will sound and a recorded 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.</p>
Facilities for visitors with Special Needs	<p>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.</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 special needs.</p> <p>Our Access Guide is available on our web site <a href="http://www.museumwales.ac.uk">www. museumwales.ac.uk</a> or 02920 573 600.</p> <p><u>Physical Impairment</u> Wheelchair access is possible throughout the Museum with access to the first floor by two lifts. One of these can take electric mobility cars.</p> <p><u>Visual Impairment</u> The lighting level within the Museum galleries varies, and there are some sudden drops and increases in light levels. Please allow your eyes to adjust to the light in each area. Many of the display areas include audio presentations.</p> <p><u>Hearing Impairment</u> 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> <p><u>Changing Places Toilet</u> In addition to the Museum's standard accessible toilets, we now have a Changing Places Toilet, to accommodate people with profound and multiple learning difficulties as well as many other disabled people. The Changing Places Toilet has enough space and the right equipment, including a height adjustable changing bench and hoist. The toilet area has room either side for carers to transfer the person from the wheelchair to the toilet. There is a privacy 4 curtain separating the toilet from the changing area. The location of the Changing Places Toilet is in New Gallery. The Changing Places Toilet will be key controlled and can be signed out at reception.</p>

	<p><u>Chill Out Room and Quiet Hour</u></p> <p>We have a chill out room for anyone who needs some time out during their visit, for example those with autism, dementia or any other conditions. Ask at reception for access. Our gallery assistants have undertaken awareness training about autism and dementia and will strive to help those needing a little extra help to feel comfortable.</p> <p>The Museum also holds a Quiet Hour every month for those who might prefer the Museum a little less crowded and noisy. Days and times vary – see website for details.</p> <p>Further access information can be found here - <a href="https://museum.wales/swansea/visit/access/">https://museum.wales/swansea/visit/access/</a></p>
First Aid	If First Aid is needed please contact a member of Museum staff, who will then summon a trained first aider.
Visits, tours and activities	<p>Groups can choose to spend time looking around the whole Museum, please aware these are teacher-led and not chargeable.</p> <p>You can also book chargeable facilitated sessions based around our collections.</p> <p>Please contact us if you would like to discuss any other potential learning opportunities, including opportunities for students with specific learning requirements.</p> <p><a href="https://museum.wales/swansea/learning/">https://museum.wales/swansea/learning/</a></p>
Insurance /Public Liability	The Museum has commercial insurance in place for public liability.
Lost Children	<p>Please note that the venue has three 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 if they become separated from their group to inform a member of Museum staff if they are lost. Should a group leader become aware that one of their group is missing, they should inform 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 ask you to keep to the following ratio :</p> <p>School years 1-3 (ages 5-8) : 1 responsible adult : 6 children  School years 4-6 (ages 9-11) : 1 responsible adult :10-15 children  School years 7 onwards (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>
Medical Needs	<p>School or party leaders should contact Learning Team staff if a 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'.</p> <p>School staff must supervise children when using this equipment.</p>
Poisonous Plants / Fungi	None
Required Visitor Conduct	<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 working 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>
Schematic Map	<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.</p> <p>For up to date information when planning your visit - <a href="https://museum.wales/swansea/visit/">https://museum.wales/swansea/visit/</a></p>
Site Inspections of Venue Facilities / Areas	<p>Museum staff undertake regular inspections of the facilities. These checks are recorded.</p>
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></p> <p>All Museum staff wear photo identification badges and can be approached if you have any worries or concerns. Their uniforms are in black and red with the Waterfront Museum logo.</p> <p>Volunteer staff within the Museum wear identification badges.</p>

Vehicle Traffic	<p>Please check the website for up to date information regarding coach parking. Full charges will be applied when sessions are shortened or missed due to late arrival.</p> <p>- <a href="https://museum.wales/swansea/visit/">https://museum.wales/swansea/visit/</a></p> <p>Please enter the Museum via the Front Entrance which faces the city. Please report to the main desk on arrival and present your confirmation of booking.</p>
Weather Protection / Sun Safety	<p>The activities for the day will be indoors, unless you are participating in outdoor activities in our Museum garden. The car park is some way from the entrance and in the event of bad weather visitors should bring waterproofs. On warm days (if available) 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></p> <p>Wheelchair-accessible toilets and baby changing facilities are available on the ground (near the café and towards the rear of New Gallery) and first floor (Achievers Gallery).</p> <p>The Museum is also officially registered with the Changing Room Consortium as having a fully accessible changing room and toilet</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.</p> <p><u>Eating Room</u></p> <p>You can book a 30 minute slot tot use the schools' lunch room. The Courtyard Garden may also available for you to eat lunch if the weather is fine, this cannot be booked in advance.</p> <p>Please note that no eating /drinking is allowed in the galleries.</p>

<b>OTHER RELEVANT INFORMATION</b>	
Please Note Potential Hazards and Control Measures	<p><u>Museum Galleries</u></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></p> <p>The dock is fully operational and 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></p>

	<p>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 be aware of this change and undertake a risk assessment pertinent to the individual needs of their group members.</p> <p><u>Working Industrial Machinery</u> 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><u>Enclosed Courtyard Garden</u> Raised beds, pergola, metal work, poly tunnel and wooden benches around the garden. There are uneven surfaces and sharp edges. Vegetables, herbs and flowers are grown here seasonally. The garden can be accessed by vehicles and can have moving and stationary vehicles. Groups must be supervised at all times.</p>
Review	This document and related safety information is updated regularly.

To view our Public liability insurance please follow this link – [https://museum.wales/accountability/liability\\_insurance/](https://museum.wales/accountability/liability_insurance/)

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## **CHILD PROTECTION AT NMGW 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 Museums and Galleries of 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 NMGW 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 and Galleries of Wales
- Observe NMGW 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**