

MUSEUM OF WELSH LIFE, ST. FAGANS

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 Museum of Welsh Life 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. However, the very nature of the site with its re-erected historic buildings means that a greater need of care by visitors themselves is required.

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

Pupils remain the responsibility of the school during the visit, including lunch time.

As the Museum covers over 100 acres, we strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group. This can be discussed when you book your school visit.

BACKGROUND	
Experience	<p>The Museum of Welsh Life opened to the public in 1948.</p> <p>Since then, the venue has established itself as one of Europe's foremost open-air museums and has become Wales' most popular heritage attraction.</p>
Venue details	The Museum shows how the people of Wales lived, worked and spent their leisure time over the last 500 years.
Visitor Numbers	The Museum receives on average 600,000 visitors a year. Approximately 20% of these are in formal education groups.
Contact Information	<p>To book a visit, discuss any aspect of your visit or arrange a preview visit, please contact the Education Office - (029) 2057 3403 or (029) 2057 3418 or (029) 2057 3424 between 8.30 and 4.30 Or e-mail education.mwl@nmgw.ac.uk</p> <p>If after your visit you have any concerns or experienced any problems regarding the safety and health 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 in the grounds as long as they are kept on a lead at all times, but must not enter the buildings. Owners are expected to clean up after their dogs.</p> <p>Assistance dogs accompanying visitors who are deaf or blind are most welcome.</p>
Communication Systems	Museum Assistants carry two-way radios.
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 CRB check.</p> <p>Museum staff who have regular and/or unsupervised access to children are subject to enhanced CRB checks.</p>
Equipment/Play equipment	<p>There are two play areas :</p> <ol style="list-style-type: none"> 1. Under 6 years (toddlers) 2. 6-11 years <p>Children should be supervised at all times.</p> <p>The climbing of trees and entering the ponds and lakes within the Museum is dangerous and strictly forbidden. Please reinforce this with pupils as necessary.</p>
Emergency Evacuation	Emergency evacuation procedures are in place. Museum staff are familiar with and practice these regularly.

	In case of emergency, follow the guidance of Museum staff.
Facilities for Visitors with Special Needs	<p>The Museum of Welsh Life tries to accommodate the requirements of all 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 website www.nmgw.ac.uk/mwl/accessibility or by contacting the Education Office, Museum of Welsh Life, on 029 20 57 3403/3418 or 3424</p> <p><u>Physical impairment</u></p> <p>Wheelchair access is possible to most parts of the site. However, it should be noted that the historic nature of some of the buildings means that access may be difficult.</p> <p><u>The Castle side of the Museum</u> This is steep in places and may prove difficult for some wheelchair users and their helpers. The easier routes are marked on signposts.</p> <p><u>Oakdale Workmen’s Institute (No.22 on map).</u> Moveable ramps and a lift are available</p> <p><u>House for the Future (No.45a on map)</u> A wheelchair lift is installed.</p> <p>A motorised disabled tour vehicle is available to transport up to 5 passengers around the site. As a trained driver is needed, we request that bookings are made 2 weeks in advance by phoning (029) 2057 3500 and asking for Site Activities.</p> <p><u>Visual impairment</u></p> <p>Most buildings are staffed and in addition, many crafts and demonstrations are displayed on site. Our staff will be happy to explain the techniques and skills involved.</p> <p><u>Hearing impairment</u></p> <p>Assistance dogs accompanying visitors who are deaf or blind are welcome in the Museum.</p>
First Aid	If First Aid is needed, please contact a Museum Assistant who will summon a trained first aider.
Guided Tours / Interpreter led Activities	<p>During interpretative led sessions to the Church site, hard hats are provided for your safety.</p> <p>Pupils participating in the wattle and daub activity in the Celtic Village must wear rubber gloves and suitable footwear.</p> <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	As an Assembly Sponsored Public Body, the Museum does not carry commercial insurance, but any proven liability will be paid from the Museum's own funds or, if insufficient, by request to the National Assembly.
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 leader.</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 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 to 3 (ages 5 to 8) : 1 responsible adult : 6 children School years 4 to 6 (ages 5 to 11) : 1 responsible adult : 10-15 children 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>Certain buildings must be booked in advance of your visit. The usual maximum group size for the following buildings is 30 people per half hour, unless a longer period is requested :</p> <ul style="list-style-type: none"> • The House for the Future • Rhydycar Cottages • The Celtic Village • Maestir School <p>It is advisable to divide large parties into smaller groups, as visitor numbers in the buildings are restricted.</p>
Medical Needs	<p>School or group leaders should contact Museum Education staff 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> <p><u>Asthma</u> – Some buildings have little ventilation and may become smoky. If you are due to participate in an activity in one of these buildings, please seek advice when you book. Fires are usually lit prior to the Museum opening.</p>

	<p>It may be preferable for children with asthma to be kept away from animals.</p> <p>For any other special requirements, please let us know in advance of your visit.</p>
Poisonous Plants/ Fungi	Schools should advise children that any plants, flowers, berries and nuts within the Museum grounds should not be picked and/or eaten.
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 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 the school throughout their visit. Unsupervised groups may find that they are denied entry to certain buildings.</p>
Schematic Map	A map of the site is included in the 'Planning your Visit' booklet. Please photocopy the required number for all your group leaders.
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	<p>Whilst care is taken to limit traffic in the grounds, certain vehicles may require access.</p> <p><u>Land Train</u> A land train is in operation between Easter and October and a risk assessment has been carried out in relation to use of this vehicle. The train runs on designated routes around the site between Llwyn-yr-Eos Farm and the Castle gardens, with various stops en-route and takes approximately an hour. The train does not exceed 5/10 m.p.h</p> <p><u>Car Park</u> Extreme care should be taken when crossing the car park. Please use the designated pedestrian walkway from the main coach park. It is safer for members of groups to remain on the bus until the group leader has signed in. If this is not possible, groups should congregate under the awning in front of the main entrance.</p>
Weather Protection / Sun Safety / Clothing	Visitors will be outdoors during most of their time at the Museum, so please bring appropriate clothing/equipment for all types of weather.

Welfare Facilities	<p><u>Sheltered Areas / Eating Areas</u></p> <ul style="list-style-type: none"> • There is an undercover eating area in the main building. We allocate 20 minute time slots on arrival. • There are outdoor picnic areas. • The Restaurant will provide special menus for schools. Please book in advance and please note that only food purchased in the Restaurant may be eaten on those premises. <p><u>Toilets</u></p> <ul style="list-style-type: none"> • Toilets are spread throughout the site, as marked on the Map. • Baby changing facilities and disabled toilets are available in the main toilet block • 																														
Buildings where there are no staff in attendance	<p>Below is a list of the buildings that are not staffed, along with the nearest building where a mobile radio is located. The numbers refer to the guidebook.</p> <table border="0"> <thead> <tr> <th data-bbox="507 712 1005 745"><u>Building</u></th> <th data-bbox="1045 712 1276 745"><u>Nearest Location</u></th> </tr> </thead> <tbody> <tr> <td>• Bee Shelter (No. 3)</td> <td>Kennixton (No. 2)</td> </tr> <tr> <td>• Pigsty (No. 4)</td> <td>Corn Mill (No. 5)</td> </tr> <tr> <td>• Hendre'r Ywydd Uchaf (No. 7)</td> <td>Nant Wallter (No. 8)</td> </tr> <tr> <td>• Cockpit (No. 14)</td> <td>Gwalia Stores (No. 16)</td> </tr> <tr> <td>• War Memorial (No. 20)</td> <td>Oakdale (No. 22)</td> </tr> <tr> <td>• Sawmill (No. 26)</td> <td>Tannery (No. 27)</td> </tr> <tr> <td>• Gorse Mill (No. 29)</td> <td>Tannery / Celtic Village (No. 27/28)</td> </tr> <tr> <td>• Timber Circle (No. 31)</td> <td>Celtic Village / Tannery (No. 28/27)</td> </tr> <tr> <td>• Hendre Wen Barn (No. 35)</td> <td>Rhydycar Cottages (No. 41)</td> </tr> <tr> <td>• Penrhiw Chapel (No. 45)</td> <td>Abernodwydd/Main Building (No. 44.1)</td> </tr> <tr> <td>• Stryd Lydan Barn (No. 46)</td> <td>Woollen Mill (No. 48)</td> </tr> <tr> <td>• Summer House (No. 40)</td> <td>Boat House/Woollen Mill (No. 49/48)</td> </tr> <tr> <td>• Cider Mill and Press (No. 52)</td> <td>Castle (No. 58)</td> </tr> <tr> <td>• Bryncastell (No. 59)</td> <td>Castell (No. 58)</td> </tr> </tbody> </table>	<u>Building</u>	<u>Nearest Location</u>	• Bee Shelter (No. 3)	Kennixton (No. 2)	• Pigsty (No. 4)	Corn Mill (No. 5)	• Hendre'r Ywydd Uchaf (No. 7)	Nant Wallter (No. 8)	• Cockpit (No. 14)	Gwalia Stores (No. 16)	• War Memorial (No. 20)	Oakdale (No. 22)	• Sawmill (No. 26)	Tannery (No. 27)	• Gorse Mill (No. 29)	Tannery / Celtic Village (No. 27/28)	• Timber Circle (No. 31)	Celtic Village / Tannery (No. 28/27)	• Hendre Wen Barn (No. 35)	Rhydycar Cottages (No. 41)	• Penrhiw Chapel (No. 45)	Abernodwydd/Main Building (No. 44.1)	• Stryd Lydan Barn (No. 46)	Woollen Mill (No. 48)	• Summer House (No. 40)	Boat House/Woollen Mill (No. 49/48)	• Cider Mill and Press (No. 52)	Castle (No. 58)	• Bryncastell (No. 59)	Castell (No. 58)
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AREAS OF HIGHER RISK	
Water	<p>The Museum has fishponds which are located below the terraces of the Castle. Extreme care should be taken and all pupils must be supervised closely in this area.</p> <p>A barrier is present alongside the ponds, but only along the designated pedestrian pathway.</p> <p>Lifebuoys are in place for use in an emergency.</p>
Buildings	<p>Throughout the year most buildings have open fires.</p> <p>In some buildings, original machinery is in operation, such as the Flour Mill and Woollen Mill.</p>

	<p>Care should be taken in areas of the Museum where there are steep steps, slopes, ponds and woodland.</p> <p>Close supervision is necessary if you are visiting the tannery, due to steep steps and water and lime pits.</p>
Livestock	<ul style="list-style-type: none"> • Visitors must not touch or feed any of the livestock on the site for reasons of public and animal welfare. • A horse and cart offering short rides for pupil groups is in operation between Easter and October. There is a small charge payable – please check prices when booking. • All visitors are reminded to wash their hands if they come into contact with any of the animals. Handwashing facilities are provided in the toilet facilities on the site. • Asthma sufferers or anyone with known allergies to animals should take appropriate care.
Special Circumstances	If you have any other information or needs not covered above, please contact the Education Office at the Museum of Welsh Life to discuss.
Review	This document and related safety information is updated regularly.

May 2005

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.