



# The Stained Glass Museum

## Risk Assessment Advice for Teachers

**The following information is provided to help you prepare a risk assessment for your school's visit to The Stained Glass Museum.**

### **Planning Visits**

We strongly recommend that you make a pre-visit before you bring your group so that you can assess potential hazards for yourself, both in our venue and on your journey to us. Please email [learning@stainedglassmuseum.com](mailto:learning@stainedglassmuseum.com) or call 01353 660347 to arrange a free planning visit.

### **Our Gallery and Workshop Areas**

All the Museum's public areas have been designed and maintained to ensure they are safe for schools and other visitors. These spaces are checked on a daily basis to remove or minimise hazards.

### **Our Activities for Schools**

All our activities for schools are designed and managed to remove or minimise hazards and we carry out a risk assessment for each activity. For example, any materials, equipment or objects used are checked to make sure they are safe and any trip/slip hazards are removed or steps taken to minimise their risk. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. If a session involves a specific hazard that we feel teachers should know about, we will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.

### **Our Staff and Volunteers**

Our Learning Officer holds a DBS enhanced disclosure and we check any staff member, Education Volunteer or freelancer involved in regulated activity (e.g. regular contact with the same children). Everyone is familiar with and complies with our Safeguarding Children and Vulnerable Adults Policy and associated procedures. Whilst we may split your group for certain activities, either you or your accompanying adults will remain with your pupils at all times. We will provide information on group activities in advance so that you are well-informed about restrictions on group sizes and timetabling of activities.

## **Fire and Evacuation**

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups are escorted to an evacuation point by our staff or volunteers who work with teachers to ensure all pupils are present and safe.

## **First Aid**

A First Aider is always available within the Cathedral. Please inform our staff or Education Volunteers if anyone in your group requires assistance due to illness or injury.

## **Insurance**

We have public liability insurance providing cover up to £5million through Ecclesiastical Insurance.

## **Health and Safety**

We have a written health and safety policy and all our staff receive health and safety training appropriate to their role.

## **Lost Pupils**

Please inform our staff or Education Volunteers immediately if any pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

## **Supervision**

As at school, teachers and other accompanying adults are responsible for the general health and safety of pupils and should remain with them at all times in our building and during any emergency evacuations. We recommend the following staff to pupil ratios:

1:6 for children aged seven and under

1:10 for children aged eight years and above

**We reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15.**

## **Further Advice**

If you need more information to help you prepare your risk assessment, or would like to meet the Learning Officer when you make a planning visit, please email [learning@stainedglassmuseum.com](mailto:learning@stainedglassmuseum.com) or telephone 01353 660347.

**We hope you have a safe and enjoyable visit.**