**Health & safety guidance for schools and group leaders**

Leeds Museums and Galleries are a group of eight historic sites, with specific associated hazards. We have minimised the risks to visitors, while taking care to have as little impact as possible on the integrity of each building and collection. Special workshops or events may have specifically identified hazards or risks. If you are involved in such an event, please speak to a member of the Learning and Access Team to discuss requirements of your group. Our full workshop risk assessments are available to look at on sites.

This Health and Safety guidance covers: Abbey House Museum, Kirkstall Abbey, Leeds Art Gallery, Leeds City Museum, Leeds Industrial Museum at Armley Mills, Leeds Discovery Centre, Lotherton and Temple Newsam House.

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| **What are the hazards?** | **Who might**  **be harmed?** | **Museum controls** | **Teacher / supervising adult controls** |
| Any accidents at venues | Pupils  Adults | Leeds Museums and Galleries carries public liability insurance as part of Leeds City Council where the council is found to be at fault | Please ensure that your school has its own public liability insurance covering excursions. Please tell a member of Museum or Gallery staff about any incidents / accidents immediately |
| Road traffic accident with vehicles on site | Pupils  Adults | Pedestrian crossings / paths in place where necessary  5mph speed limit at venues | Group under close watch of supervising adults from school. Request for children to behave sensibly (not running and using paths) |
| Children becoming lost / abducted | Pupils | Groups under supervision of designated adult from school  Directional signs are in place  All Museum and Gallery workers, contractors and volunteers wear identity badges and are subject to safeguarding checks, procedures and training | All designated supervising adults from school to check groups regularly. Headcounts and role call and a central muster point are recommended. |
| Fire and evacuation | Pupils  Adults | All Museum and Gallery staff are trained in emergency procedures and practice regularly.  Fire exits and assembly points are clearly signposted at venues and Museum and Gallery staff will assist you out of the building. In case of fire, an alarm will sound. All museums and galleries have a comprehensive fire risk assessment reviewed on a regular basis and conform to the 2005 Fire Regulatory Reform Act, | All designated supervising adults from school to check groups regularly and have a role call to hand in case of emergency |
| Trips, slips, falls (eg. falling off chairs) | Pupils  Adults | All publicly accessible areas of venues are safe and maintained daily for visitor. Furniture in all learning spaces is not sharp and most has rounded edges. Please check on venue visit, alternatives maybe available on request | Groups under supervis0oon of designated adult from school. Please tell a member of Museum or Gallery staff about any incidents or accidents immediately. |
| Toilets (slips and spillages, hygiene) | Pupils  Adults | There are accessible public toilets at every site.  Toilets are regularly checked and cleaned to ensure safety. | Check location of toilets on familiarisation visit.  Visual check by supervising adult to ensure safety on the day. Report any damage to site staff. Teacher/group leader to supervise pupils in toilet areas. |
| Weather conditions ie. ice/rain slippery surfaces | Pupils  Adults | Surfaces will be gritted where possible; however, some local external paths are outside of the Museum / Gallery control. | Visual check by supervising adult to ensure safety on the day. Report any slippery areas to site staff. Teacher/group leader to supervise pupils at all times. |
| Machinery on display (Leeds Industrial Museum) | Pupils | Some of the machines are working. All publicly accessible working machines are enclosed with barriers. | Supervising adult to ensure there is no climbing / playing on machinery or the barriers |
| Interactives and hands-on objects in the Galleries | Pupils  Adults | Most galleries contain interactives or objects for hands-on learning. All interactives and hands-on objects are regularly checked to ensure they are ‘fit for purpose’. Some sites hold an equipment log. Ask at specific sites for details. Electronic equipment regularly PAT tested for safety. | Check interactives and objects on familiarisation visit.  Visual check by supervising adult to ensure safety on the day. Report any damage to site staff. |
| Workshop equipment and objects, including play equipment | Pupils  Adults | All equipment and objects are regularly checked to ensure they are ‘fit for purpose’. Some sites hold an equipment log. Ask at specific sites for details. Museum / Gallery staff are usually present when museum objects are being handled and are in control of handling sessions. Please check with the Learning Officer on site for specific details. | Visual check by supervising school adult to ensure safety. Report any damage to site staff.  Supervising school adults to listen to workshop instructions, be aware of potential dangers and inform children. |
| Open water (Leeds Industrial Museum) | Pupils  Adults | All publicly accessible areas of open water are enclosed with barriers and well signposted. Life buoys or floating line throwers are provided. Groups under supervision of designated adult from school | All designated supervising adults from school to check groups regularly and have a role call to hand in case of emergency. |

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| **What are the hazards?** | **Who might**  **be harmed?** | **Museum controls** | **Teacher / supervising adult controls** |
| Ingesting craft materials in workshops | Pupils | Most materials used are non-toxic and all sites have relevant COSHH information. All workshops are individually risk assessed, contact the site direct for specific information. | Check museum / gallery workshop risk assessments on familiarisation visit. Contact staff if there are any issues or concerns.  Groups under close watch of supervising adults  Request for children to behave sensibly, eg. to not eat the paint! |
| Uneven floor surfaces indoor and outdoor (causing trips) | Pupils  Adults | All publicly accessible areas of sites are safe and maintained daily for visitors. | Advise groups to wear sensible shoes.  Request for children to behave sensibly, no running |
| Steps (indoor and outdoor) | Pupils  Adults | All publicly accessible areas of sites are safe and maintained daily for visitors. Provision of handrails | Groups under close watch of supervising adults  Request for children to behave sensibly, eg. no running, climbing etc and using handrails |