

## Health & safety guidance for schools and group leaders

This document is designed to assist teachers and group leaders in completing their own risk assessment during a familiarisation visit to Leeds Museums & Galleries venues before a group visit.

Leeds Museums & Galleries are a group of nine historic sites, with particular 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, at sites.

What are the hazards?	Who might be harmed?	Museum controls	Teacher / supervising adult controls
Any accidents on sites	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 sites	Pupils Adults	Pedestrian crossings/ paths in place where necessary 5mph speed limit on sites	Groups under close watch of supervising adults from school. Request for children to behave sensibly, e.g. no running and using paths
Children becoming lost/abducted	Pupils	Groups under supervision of designated adult from school Directional signs are in place All Museum / Gallery workers/contractors/volunteers wear identity badges and are subject to safeguarding checks, procedures and training.	All designated supervising adults from school to check groups regularly. Headcounts / role call and a central muster point recommended.
Fire and evacuation	Pupils Adults	All Museum / Gallery staff are trained in emergency procedures and practice regularly  Fire exits and assembly points clearly signposted on sites and Museum / 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 (e.g. falling off chairs)	Pupils Adults	All publicly accessible areas of sites are safe and maintained daily for visitors. Furniture in all learning spaces is not sharp and most has rounded edges. Please check on site visit, alternatives maybe available on request.	Groups under supervision of designated adult from school. Please tell a member of Museum or Gallery staff about any incidents / accidents immediately.

What are the hazards?	Who might be harmed?	Museum controls	Teacher / supervising adult controls
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 i.e. 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 (Armley Mills / Thwaite Mills)	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 (Armley Mills, Thwaite Mills)	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

<b>What are the hazards?</b>	<b>Who might be harmed?</b>	<b>Museum controls</b>	<b>Teacher / supervising adult controls</b>
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, e.g. 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, e.g. no running, climbing etc. and using handrails