

# School Visits

## Health and safety information

The Museum has been designed to ensure the safety of all of our visitors. Activities for schools are created with full consideration of risks, and every effort has been taken to ensure that groups are safe. Risk assessments are completed for all new works and activities. Teachers and helpers need to be aware of the following in regard to a visit to London Transport Museum.

- Teachers (or other accompanying adults) remain responsible for the general health and safety of children, as at school. Teachers (or other adults) should remain with their groups at all times – for their health and safety and to accompany them in the case of an evacuation.
- Groups must have the correct adult to pupil ratio for the activities they are attending at the Museum. We request the following ratios:

Nursery/Reception – 1:5	Keystage 1 – 1:6
Keystage 2 – 1:10	Keystage 3 and above – 1:15

- The building is fitted with smoke and heat sensing systems. These will trigger alarm systems and alert staff to the need for evacuation. Fire exits are clearly sign-posted and well-rehearsed evacuation procedures ensure visitors can safely and quickly exit the premises.
- The main assembly site after an evacuation is Covent Garden Piazza. Group leaders are requested to brief every adult with a plan of action in the case of an evacuation. At the assembly point teachers should take the register and report any missing persons to the Museum Staff.
- If the behaviour of any pupils adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave, accompanied by their teacher.
- Teachers should brief their pupils about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.
- Any materials/objects to be handled or used as part of programmed activities have been risk assessed. Staff leading the activities will advise those taking part of any precautions and will ensure safe behaviour.
- Trip hazards are identified and isolated from access routes.
- All electrical equipment is regularly checked and visitors are safe and protected from electrical shock.
- Construction materials and paint finishes used are safe for visitor contact and are fire-retardant.
- The uniformed staff in our Customer Service Team can be called on in the case of an incident requiring first aid.
- The Customer Service Team is the first point of call for lost children and has a lost child policy. Please ask for details.