



Information for school, university and  
organised groups making a general visit to  
the Deaf Museum & Archive,  
Museum Street, Warrington

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Please ensure that all adults accompanying your  
group/class have read these notes

# Health and Safety within the Deaf Museum & Archive, Warrington

The Deaf Museum & Archive is a museum, archive, research library and art gallery open to the public at set times and mostly by appointment. All management, staff and volunteers who work within the Deaf Museum & Archive take their health and safety responsibilities seriously.

The Deaf Museum & Archive recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a place of work and conditions that will ensure the health, safety, and welfare of all employees and volunteers whilst at work as well as those who may be affected by their acts or omissions.

This commitment to health and safety will help create and maintain a working environment, which has adequate facilities and arrangements to ensure that visitors to the museum will be safe and not subject to unnecessary risks.

To help us achieve this safe culture it is necessary to have certain rules and regulations, which your visiting group must follow.

**Please read the following information, which includes the most recent Risk Assessment for visiting the Museum and galleries along with some basic codes of conduct while using our facilities.**

## General Information

At the back of this pack you will find a Health and Safety declaration form. Please sign it and hand it in at Reception, along with your confirmation letter when you visit. If you forget this form, you will be given another one to sign.

Please ensure that any adults accompanying your group have also read these instructions and that you are happy that they will comply with our health and safety requirements.

Please encourage your party to take care of their own belongings including mobile phones and any laptops. We cannot take responsibility for loss or damage.

Please ask for permission of the Curatorial staff before taking any photographs in the museum. **Please note that flash photography is not allowed within the museum.**

## Safeguarding

We take seriously our responsibility for keeping children and young people safe and ask that you verify that:

1. All adults accompanying your group to The Deaf Museum & Archive have a current DBS disclosure.
2. If you are a visiting school or youth group, that all non-teaching staff accompanying your group to the DM&A have been selected by your school and have permission to be there.
3. If your visiting group is not a school or youth group, that there are adults (e.g. parents or family members) within the group who will be responsible for the children in the group.

### Adult: Child/Young person Ratio

The Deaf Museum recommends you have the following ratios for general visits to the Museum and galleries:

4 – 7 years	1:6
8 – 11 years	1:8
11+	1:10

**We reserve the right to refuse admission to groups not complying with these ratios.**

### Emergency Evacuation

Please ensure that you have a list of all the children/young people on the visit with you at all times. If this is your regular class/group list, please ensure that any absentees are clearly marked and that any extras are added on. You will need to use this list in the event of an emergency evacuation.

If the fire alarm sounds while you are in the building please make your way with your group to the nearest exit. A member of the Curatorial Team will help you if you are unsure. All the exits are clearly marked.

The main assembly point is the wall separating the private car park from the paying car park at the rear of the building.

If any of your party is missing please report this to a member of the Deaf Museum Curatorial Team.

If the evacuation is for a reason other than fire, please follow the instructions of the Deaf Museum Curatorial Team.

## Medical Emergencies

If any of your group is taken ill or has an accident whilst in the building please contact a member of the Museum Curatorial Team. They will arrange for an ambulance.

Toilets are situated on each floor opposite the Lift Shaft – there is also an adapted toilet available for use on the ground floor

## Visiting the Museum

- We expect that school groups will be suitably supervised and will behave appropriately whilst in the Museum.
- We want your group to enjoy themselves while they visit the Museum, but please don't allow them to run around.
- Please make your group aware that there may be other visitors using the museum, or if a week-day, working in the IBSL office next to the museum.
- Sometimes there are special instructions for visitors to the parts of the Museum.
- These will be around the exhibits. They might ask you **not** to touch anything, or **to** touch everything! Please make sure that your group follow these instructions.
- If the museum has any interactive exhibits, visitors should follow the instructions and young children will need careful supervision.

# **THE DEAF MUSEUM & ARCHIVE**

## **RISK ASSESSMENT**

General school/youth group visits to  
Tullie House Museum and Art Gallery

**Assessment No**  
**DMA01s**

### **Assessor**

Peter Jackson (Curator)

### **Work Activity**

**The assessment of a variety of hazards  
which may be present in the Museum exhibition areas during a visit by school and  
other youth groups**

### **Persons Exposed**

	<b>Y/N</b>	<b>Approx numbers.</b>
<b>Employees</b>	<b>Y</b>	<b>Up to 6</b>
<b>Group leaders, helpers, children or young people.</b>	<b>Y</b>	<b>Up to 100</b>
<b>Contractors</b>	<b>Y</b>	<b>Up to 3</b>

**Date of Assessment**  
**May 2017**

## Hazard Identified (Assuming NO Preventative/Control Measures in Place)

No	Hazard and Effect	HS	L	RR	RISK
1	Injuries, which may occur to employees, group leaders/helpers, children or young people visiting the Deaf Museum & Archive. Including those associated with inadequate supervision, young persons, lack of training, slips, trips, falls, poor welfare facilities, poorly maintained/protected Museum equipment, inadequate first aid arrangements/emergency planning arrangements.	4	5	20	High

## 2. Preventative and Control Measures

Ref.	Preventative and Control Measures	In Place	Action	Completed *
A	All responsible persons, teachers, helpers, employees <b>must</b> receive and be aware of and comply with all safety measures put in place within the Deaf Museum.	√		
B	Adequate supervision <b>must</b> be provided for all groups: Age 4 – 7 years 1:6 8 – 11 years 1:8 11+ 1:10	√		
C	Prior to the visit and on arrival all children/young people <b>must</b> be briefed on appropriate safety measures and <b>must</b> understand what they can and cannot do while at the Museum.	√		
D	Prior to the visit schools/youth groups <b>must</b> provide information about persons who may require extra safety provisions, including any medical requirements, disabilities, learning difficulties.	√		
E	Groups <b>must</b> have available on site and at all times a correct list of all the children/young people and leaders/helpers on the visit.	√		
F	All persons <b>must</b> be briefed and understand all procedures in the event of emergencies and know where evacuation exits are located & assembly points if required.	√		
G	All persons <b>must</b> be aware of the Museums First Aid arrangements.	√		
H	All items brought by schools/youth groups <b>must</b> be stored safely, not blocking walk ways & fire exits, etc. e.g. coats & bags hung up correctly or in supplied bins	√		
I	All stairs are fitted with handrails.	√		
J	Suitable welfare provisions <b>must</b> be in place in terms of adequate heating, lighting, drinking water, and sanitary arrangements.	√		
K	Provision of a clear method for communications in the event of an emergency <b>must</b> be in place.	√		
L	A suitable method of cleaning and removal of waste materials <b>must</b> be in place.	√		
M	All persons who are unsure of any activities <b>must</b> know who to ask for help.	√		

### 3. Residual Risk (Assuming Essential Preventative/Control Measures in Place)

No	Hazard and Effect	HS	L	RR	RISK
3.	Injuries, which may occur to employees, group leaders/helpers, children or young people visiting the galleries at the Deaf Museum. Including those associated with inadequate supervision, young persons, lack of training, slips, trips, falls, poor welfare facilities, poorly maintained/protected Museum equipment, inadequate first aid arrangements/emergency planning arrangements.	4	2	8	Low

**HS Hazard Severity** or the consequences if the hazard occurred. Scale of 1 to 5. (1 = Minor injury, 5 = serious / fatal injury)

**L Likelihood** or the chance of the hazard occurring. Scale of 1 to 5. (1 = Highly Unlikely, 5 = Certainty)

**RR Risk Rating** obtained by multiplying the hazard severity and the likelihood together.

The resulting figure then gives a **Risk** of Low, Medium or high as shown in the table above.

Risk Rating	Max review Period	In place	* Initial and date all entries.  Enter additional information below
1 to 8 Low	2 years if no changes	<input checked="" type="checkbox"/> = Yes	
9 to 17 Medium	1 year if no changes	x = No	
18 to 25 High	Immediate	N/A = not applicable	

## Additional Information and Review

### DMA01s school/youth group visit Risk Assessment

Ref	Action/Comments	* Signed
<b>A</b>	All parties are issued with the Deaf Museum Health & Safety instructions and any adult accompanying the visit will have read these instructions and will abide by them.	
<b>D</b>	It may be necessary to make extra safety provisions in the event of fire for disabled or pregnant persons, or increase supervision for persons with special educational needs.	

**Assessed by:** Peter Jackson

**Position:** Curator

**Date:** May 2017

Risk Rating	Max Review period	Review due with significant change	Reviewed on	Reviewed by	Next review
8	Before 2 yrs			PJ	15/7/19



# Health and Safety declaration

## School/youth groups visiting the Deaf Museum & Archive

Please bring this form with you when you make your visit and hand it in at Reception with your confirmation of booking letter.

### Declaration

I have read the Health and Safety instructions for school/youth groups visiting the Deaf Museum & Archive. I agree to comply with these instructions to the best of my ability. I will ensure that every adult accompanying my party of children has read these notes before arriving at the museum and I am satisfied they will comply with the instructions.

I can confirm that:

1. All teaching staff accompanying my group to Deaf Museum & Archive have a current DBS Disclosure.
2. All non-teaching staff accompanying your group to DMA have been selected by your school and have permission to be there
3. If your visiting group is not a school or youth group, that there are adults (e.g. parents or family members) within the group who will be responsible for the children in the group.

**Please note:** This declaration in no way diminishes our duty of care or increases your liability. It is an acknowledgement that you have read the information provided.

Name: .....

School / Organisation .....

Date of visit .....

Group leader (please print name) .....

Signature:.....

Date: .....

**Occasionally and only with the agreement and in the presence of a teacher or leader we take photographs of activities and events for use both in internal reports and external publicity. If you would rather we did not take photographs at all, please tick this box.**