

True's Yard Fisherfolk Museum
Information on Risk Assessment for Teachers

True's Yard is committed to providing as safe an environment as possible for all school and group visits. On days group bookings are expected extra staff and volunteers are always present. Our aim is to give school and group parties a high standard of care when they visit our Museum. Policy updated February 2010.

Health and Safety	Identifying and managing risks	How will measures to manage risks going to be communicated to students and accompanying adults
<p>Supervision and Behaviour</p> <p>Teachers are responsible for the behaviour of pupils and young people in their group and have sole responsibility during any scheduled breaks and lunch periods.</p> <p>Students are expected to behave with consideration and show respect for the Museum, its contents and other visitors.</p>	<p>Group leaders are to remain with their group at all times and supervise behaviour.</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will reunite them with their teacher.</p>	<p>Before the trip talk to all accompanying teachers and adults, outlining what is expected of them on the visit, and provide them with the risk assessment.</p> <p>Ensure all group leaders are aware of the risk assessment and itinerary for the day.</p> <p>Talk to students on arrival outlining how they are expected to behave, to stay with their group leaders and what to do if they become lost.</p>

<p>Fire Evacuation and Safety</p> <p>An alarm will sound in the event of a fire Museum staff will commence evacuation the building, they will direct visitors to the nearest safe fire exit.</p>	<p>Group leaders are to accompany their group to the nearest fire exit and to the designated fire assembly point.</p> <p>Group leaders must take a register and report any missing people to Museum staff.</p> <p>During evacuation please do not use any lifts. If anyone in a group has mobility difficulties please follow instructions given by the group leader.</p>	<p>Cover fire evacuation and group leader responsibilities in the pre-trip briefing Inform children before arrival that in the event of an evacuation they are to remain with their group leader, and follow instructions carefully.</p> <p>Please inform Museum staff before visiting if any members of your group have special needs staff should be aware of.</p> <p>A first aid kit is available and located in the Museums tearoom. The “Accident Report Book” is available on request, located in the main office.</p>
<p>The Cottages</p> <p>The Museum cottages are small with narrow, spiral staircases.</p>	<p>Museum staff will advise group leaders/teachers about the stairs before ascending. Rope hand rails are in place.</p>	<p>All groups must be supervised whilst visiting the cottages.</p>
<p>Smokehouse/Education Room</p>	<p>The stairs leading to the classroom are particularly steep. Children will be supervised at all times when taking part in activity sessions, with particular care</p>	<p>Again students will be supervised at all time when handling exhibits, and the groups will be pre-warned about the steepness of the stairs leading up the classroom</p>

	taken when using items such as glue and scissors.	
The Fishing Boat The boat is situated in the yard and there will be a viewing platform from which students will be able to see into the boat	The viewing platform is wooden and can be slippery in wet or icy conditions.	Group leaders/teachers will be advised of the risk and can decide how best to proceed. Salt is available on site to help clear icy conditions

Thus far the visit has all be contained in our secure complex, with only one, the main exist/entrance. It is possible however to do more of a “North End Tour” which does involve going off site, obviously at the discretion of the group leaders/teachers.

Pilot Street/St Nicholas Chapel/Other Tourist Areas	The group leaders will be responsible for ensuring the group/school stays together. Good behaviour will be expected to be monitored by the teachers, especially if crossing roads. Pilot Street is residential and there is occasional traffic to be aware of.	Before the visit the leaders will be warned of the minimal risk attached to moving from our secure site to external sites.
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Basic Health and Safety

Museum Toilets	Young children should not visit the toilet unaccompanied	Escorted toilet breaks by teachers will ensure child protection, and prevent children from getting lost.
Sharp objects, slippery floors etc	The Models of the North End and	Museum staff will advise

	<p>Tudor Lynn have particularly sharp glass corners, as do some display stands in the gift shop. Early visits may find some of the Museum floors slightly wet after mopping</p>	<p>teachers/group leaders of these risks, who will in turn communicate them to the students. Wet warning signs are available if the floor is particularly problematic.</p>
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