

# 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.

*Policy updated September 2025.*

### THE MUSEUM

Health and Safety	Identifying and managing risks	How will measures to manage risks going to be communicated to students and accompanying adults
<p><b>Supervision and Behaviour</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Students are expected to behave with consideration and show respect for the Museum, its contents and other visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting group leaders are to remain with their group at all times and supervise behaviour.</li> <li>• Any child who becomes separated from their group should make themselves known to a member of museum staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior to the visit, all accompanying adults must familiarise themselves with the itinerary and risk assessment for the visit.</li> <li>• Prior to arrival, all students must be briefed on expectations of behaviour and key points of health and safety.</li> <li>• Museum staff must fully understand the day's itinerary and their role within in, in addition to health and safety protocols.</li> </ul>
<p><b>Fire Evacuation and Safety</b></p> <p>In the event of a fire an alarm will sound. Museum staff will commence evacuation of the building, directing visitors to the nearest safe fire exit.</p>	<ul style="list-style-type: none"> <li>• Visiting group leaders are to accompany their group to the nearest fire exit and to the designated fire assembly point.</li> <li>• Students are to remain with their group at all times.</li> <li>• Visiting group leaders must take a register and report any missing people to Museum staff.</li> <li>• Lifts must not be used.</li> <li>• Visitors with mobility difficulties will be assisted by their group leader and Museum staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire evacuation and related responsibilities and behaviours must be included in the pre-visit briefing.</li> <li>• Ensure Museum staff are informed <b><i>before the visit</i></b>, of any special needs, including mobility issues.</li> <li>• First aid kit and accident book are available on request.</li> <li>• All visiting groups must include a trained first aider in their party.</li> </ul>

<p><b>The Cottages</b> The Museum cottages are small with narrow, spiral staircases.</p>	<p>Museum staff will advise visiting group leaders about the stairs before ascending. Rope hand rails are in place.</p>	<p>All groups must be supervised whilst in the cottages.</p>
<p><b>Smokehouse</b> Real herring hang in the smokehouse. Brick floors are uneven and covered with sawdust in places.</p>	<p>The fish are regularly inspected by environmental health. They hang out of reach for most visitors.</p>	<ul style="list-style-type: none"> <li>• Museum staff will regularly monitor the condition of the fish and advise visitors accordingly.</li> <li>• Visiting group leaders must highlight the condition of the floor and ensure students are supervised at all times.</li> </ul>
<p><b>The Fishing Boat</b> Visitors are not permitted to climb on or into the boat. A wooden viewing platform allows visitors to see inside the boat; it can become slippery in wet or icy conditions.</p>	<p>Salt is available on site to help clear icy conditions</p>	<p>Visiting group leaders will be advised of the risk and can decide how best to proceed.</p>
<p><b>Education Room</b> The stairs leading to the classroom from the smokehouse are particularly steep.</p>	<p>Main staircase in Museum to be used instead whenever possible.</p>	<p>Visiting groups will be pre-warned about the steepness of the stairs leading up the classroom</p>
<p><b>Victorian Washing Activity Session</b> Students will use a posser and washing tub, followed by a large mangle. The yard does become wet during this activity; pupils are also likely to get wet.</p>	<ul style="list-style-type: none"> <li>• Equipment will be safety checked on the morning of the visit.</li> <li>• Museum staff will lead the activity, assisting with use of the equipment, paying particular attention to the mangle.</li> </ul>	<ul style="list-style-type: none"> <li>• Museum staff will brief visitors on health and safety points before the session commences.</li> <li>• Visiting group staff must supervise students throughout session, particularly when they are not actively involved in the washing.</li> </ul>
<p><b>Other Activity Sessions</b> A variety of sessions are available including object handling and craft activities.</p>	<ul style="list-style-type: none"> <li>• Activities and associated resources will be age appropriate.</li> <li>• Gloves are to be worn when handling <i>real</i> Museum objects.</li> <li>• Museum staff and visiting group leaders will supervise children at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Children will be instructed on how to use equipment and resources, particular care will be taken when using items such as glue and scissors.</li> <li>• Health and safety surrounding Museum objects will be communicated before handling session commences.</li> </ul>

## OFF-SITE AREAS

<p><b>General</b> Museum tours can include visits to Pilot Street and/or St Nicholas' Chapel. These are accessed via St Anne's Street and/or North Street.</p>	<ul style="list-style-type: none"> <li>• Visiting group leaders will be responsible for ensuring the group stays together.</li> <li>• Students should walk in pairs or single file; this must be arranged by visiting group leaders before departure.</li> <li>• Museum staff will lead the group, but at least one visiting adult must be at the rear of the group.</li> </ul>	<ul style="list-style-type: none"> <li>• On departure from the Museum, visiting group leaders and students will be briefed by Museum staff about the minimal risks related to moving to external sites.</li> <li>• Students must be supervised at all times, walking in pairs or single-file.</li> <li>• Museum staff leading the group will vary the pace to ensure the group stays together.</li> </ul>
<p><b>Pilot Street</b></p> <ul style="list-style-type: none"> <li>• Pilot Street is residential no-through road, with only occasional vehicles to be aware of.</li> <li>• The road surface is uneven due to stone sets/cobbles.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors are expected to behave responsibly whilst outside private dwellings.</li> <li>• Museum staff will direct groups to stand in appropriate areas, whilst monitoring traffic.</li> <li>• Footpaths can be used if road surface becomes difficult.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be reminded of expectations of behaviour and road safety. They must follow the instructions of Museum staff.</li> <li>• Visiting group leaders to be vigilant about traffic and supervise students at all times.</li> </ul>
<p><b>St Nicholas Chapel</b> Large Chapel. Minor risks associated with stonework, steps, hard surfaces.</p>	<ul style="list-style-type: none"> <li>• Students will be supervised by all accompanying adults, at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Any hazards will be highlighted on entering building.</li> <li>• If you require a more detailed risk assessment please contact CCT.</li> </ul>

## BASIC HEALTH AND SAFETY

<p><b>Museum Toilets</b> Ladies', men's and disabled toilets available on site.</p>	<p>Young children should not visit the toilet unaccompanied</p>	<p>Escorted toilet breaks by teachers will ensure child protection and prevent children from getting lost.</p>
<p><b>Sharp objects, slippery floors etc</b></p> <ul style="list-style-type: none"> <li>• The Models of the North End and Tudor King's Lynn have sharp glass corners, as do some display stands in the gift shop.</li> <li>• Early visits may find some of the Museum floors slightly wet after mopping.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be encouraged not to lean against glass displays.</li> <li>• Wet warning signs will be displayed when necessary and appropriate.</li> </ul>	<p>Museum staff will advise visitors of risks at appropriate stages of the tour.</p>