

RISK IDENTIFICATION

Teachers are strongly advised to visit the Museum in advance of their school or college visit in order to conduct their own risk assessment.

Responsibility for the pupils on school or college visits remains with the teachers at all times. The following risks should be considered when producing a risk assessment.

- Slipping, tripping or falling on stairs within the building
- Sustaining light injury (for example cuts and bruises), on equipment in the Clore Learning Centre, such as tables, chairs and craft items including scissors and glue, or banging into display cases and counters
- Trapping fingers in doors
- Slipping, tripping or falling due to liquid, e.g. water leaks and small puddles during heavy rain

Fire and Evacuation

Teachers should familiarise themselves with the locations of all the fire exits in the building. A siren is used to alert staff and visitors of an evacuation. The Museum's Assembly Point is Museum Gardens which is next to the Museum. Teachers should be particularly vigilant of their pupils when near the road. In the event of a fire evacuation, lifts should not be used. At the Assembly Point, teachers should take the register and report any missing persons to a member of security staff (who will be in uniform) or to Museum staff wearing high-visibility jackets. Teachers should brief their pupils and accompanying adults about the evacuation procedure in advance of their visit.

First Aid

The Museum has members of staff trained to provide basic First Aid treatment, although First Aid provision is ultimately the responsibility of the teacher, or the leader of the group, who must carry First Aid at all times. There is a fully accessible First Aid room on the Lower Ground Floor of the Museum. Please ask a member of staff if you require any treatment or access to this room during your visit. Please report any accidents to the Information Desk for recording in the Accident Book.

Museum Staff

All Museum employees are passed through the V&A's security vetting system. Museum staff carry ID cards with their photograph, so they can be recognised by visitors. All staff leading teaching sessions are experienced in working with children. The Museum has a policy in place for the Protection of Children and Vulnerable Adults.

Security

The inside and outside of the Museum are covered by a comprehensive network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and the exhibits. Unattended bags should be reported to a member of staff. Please do not touch them.

Supervision and Behaviour

Teachers and adults should remain with their pupils at all times and ensure they are accompanied in the event of evacuation. Groups must have the correct adult: pupil ratio (1:6 for primary school groups and 1:10 for secondary school groups). The Museum reserves the right to refuse admission to groups who are not considered to have sufficient adult supervision. If the behaviour of any groups or individuals affects the safety or enjoyment of other visitors they will be asked to leave. Teachers should ensure that their pupils understand how they are expected to behave and have contingency measures in place in the event that anyone is asked to leave. Lost pupils should make their way to the Information Desk. Please ensure all pupils and accompanying adults are made aware of this in advance of their visit.