

# Guidance for risk assessment

**Note:** this document is not valid as a risk assessment. Teachers are advised to make a free familiarisation visit to complete their own risk assessment and make appropriate plans for their group. Please telephone 0113 244 4343 to arrange, or if you have any queries about your visit to the museum.

All fire exits are clearly marked. In the event of a fire an alarm will sound in all areas of the museum, instructing you to evacuate the building. Please leave the building by the nearest available exit. The assembly point is in front of the main entrance by the herb garden. Museum staff will inform you when it is safe to re-enter the building. Please ensure that museum staff are informed if you and your party need to leave before the building is re-opened.

The museum car park is located immediately in front of the building. The car park is in constant use. Please stick to the paths and marked crossing areas where available.

Please be aware that traffic through doorways may be two-way or busy.

There are staircases in the building to the first floor galleries. There are also stairs in the education centre down to the classroom, and to the toilets at the entrance hall. A level access classroom can be provided.

Toilets are located in the entrance hall and the education centre. A fully accessible toilet is located on the ground floor, next to the lift.

Please ensure that teachers/ adult helpers stay close to their groups at all times. The museum does not provide staff to supervise school visits. If any of your party becomes lost or separated during the visit, they should make their way to the reception/ pay desk and ask for assistance. For the safety and security of all visitors the galleries are constantly monitored by CCTV.

The reconstructed street is dark in places so visually impaired children may have difficulties. Younger children may find the street frightening. A warning should be given by teachers about dark conditions and some of the things they will see.

'Hannah Dyson's Ordeal' on the first floor depicts the preparation for a leg amputation on a young girl which some children find upsetting. The room is clearly marked, and children not wishing to see the film can either wait on the seating provided outside or continue into the Surgery galleries.

First aid boxes are located at the main reception/ pay desk on the ground floor and in the staff room on the second floor. The museum has a number of qualified first aiders on staff. If you require any assistance please contact the main reception desk.