



**This document gives information about health and safety arrangements at the Roald Dahl Museum and Story Centre. It is provided to help you to write your own risk assessment; we cannot write a risk assessment for you and this document should not be used in place of a risk assessment.**

### Supervision and behaviour

Teachers are responsible for the behaviour and general health and safety of their pupils at the Museum.

Teachers and accompanying adults should remain with their pupils at all times for their health and safety, and accompany them in case of evacuation.

Groups must have the correct adult-to-pupil ratio to visit the Museum. We require a 1:8 ratio; the appropriate number of accompanying adults will be given free entrance. You are welcome to bring additional adults at the normal entry price. The exception to this is children who require 1:1 assistance; their support assistant will be given free admission and will not be included in the adult-to-pupil ratio.

We actively encourage the children to enjoy the Museum and recognise that this means they may be using loud voices and exploring excitedly. However, if the behaviour of any pupils adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they may be asked to leave, accompanied by their teacher. Teachers should brief their pupils about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

Please notify the Education manager if any of your pupils have any special needs which should be taken into account when planning your visit. Please note that there are some unusual noises in the Museum which may cause distress to some children with aural sensitivities.

### Fire and evacuation

A loud, continuous alarm will be used to alert staff and visitors of the need to evacuate the building. An automatic call is put through to the fire brigade for attendance.

Teachers and staff accompanying the school should gather their children in the courtyard where a member of Museum staff will lead them to the muster point on the High Street outside the fire station.

At the assembly point teachers should take the register and report any missing persons to the Museum staff.

Teachers should brief their pupils and accompanying adults about the evacuation procedure.

Evacuation procedures are set out in the Museum's Health and Safety policy. This policy is reviewed every year to ensure that changes in circumstances in the Museum are acted upon. The Museum holds two evacuation drills each year.

New employees are trained in the evacuation process during their induction training. There are always two members of staff on site who are fully trained fire-wardens.

The Museum is fully compliant with the Fire Precautions (Workplace) Regulations which means it meets legal requirements.

The fire alarms are tested weekly. The Museum's fire-fighting equipment conforms to current regulations and is regularly maintained by an outside contractor.

### First aid

The Museum has trained members of staff able to provide first aid treatment. These staff complete a four-day certificated course provided by St John Ambulance and approved by the Health and Safety Executive.

During public opening hours there is at least one trained first-aider available. The Museum has first aid boxes in the offices, the staff room and Miss Honey's Classroom. For first aid treatment while you are in the Museum, you should ask any member of Museum staff to contact the duty first aider.

The nearest Accident and Emergency Department is at Stoke Mandeville Hospital, 01296 315000.

### Accident reporting and investigation

A Museum first aider attending to a casualty must complete an Accident and First Aid Report detailing the circumstances of the incident and any injuries sustained.

If appropriate, the Museum Director is responsible for reporting accidents and dangerous occurrences to the enforcing authority (HSE or EHO).

### Museum staff

All Museum staff undergo training and are CRB checked. References are taken up before employment.

Front of House staff all wear purple shirts and name badges so they can be recognised by visitors. Other members of staff wear name badges.

Staff working with pupils in the galleries or delivering educational events have relevant experience and/or training to ensure competent and professional interaction with visitors.

### Risk assessment and hazard identification

The Museum's galleries and public spaces have been designed and are maintained with the safety of all our visitors in mind.

Hazards are identified in a daily monitoring programme. They are isolated or rectified immediately.

### Insurance cover

The Museum has public liability insurance up the value of £5 million.

### Health and safety

The Museum has written health and safety policy statements. All staff are given a health and safety induction when they start work and have annual refresher training.

### Security

The galleries are regularly monitored by a member of the front of house staff.

Unattended bags should be reported to a member of staff. Please do not touch them.

The education rooms will be locked while school visitors are in the galleries.

### Disability Discrimination Act

All the Museum's activities are planned and delivered in compliance with the Disability Discrimination Act (DDA).

### Advice and contact details

The Education manager is available to give advice to teachers wanting to plan or book a visit. Please contact the Education manager on [schools@roalddahlmuseum.org](mailto:schools@roalddahlmuseum.org) or 01494 892192.

For any further information or to make a comment on this document please contact the Education manager at the Roald Dahl Museum and Story Centre, 81-83 High Street, Great Missenden, Buckinghamshire, HP16 0AL.