

The Cardiff Story Museum School Visits

SAFETY INFORMATION TO HELP SCHOOLS TO PREPARE FOR VISITS AND RISK ASSESSMENTS



Please remember that:

1. Schools are responsible for doing their own risk assessments.
2. Teachers and group leaders have responsibility in supervising the children at all times, and must sign our booking form to say that they agree to this.

The safety information we provide does not replace the need for your own risk assessment. Please use this document to help you complete your own risk assessment specific to the needs of your group and in line with official guidelines and school/LEA policies.

The Cardiff Story fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to visitors coming onto our site and using our facilities. We do everything we can to ensure your visit is a safe, fun, enjoyable learning experience.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

Welfare Facilities and Map of Museum

A map of the museum is available which includes the location of facilities within the building including toilets. It can be downloaded from our website.





Male, female and wheelchair accessible toilets are available in the basement near to the learning rooms. These are open to members of the public as well.

The learning rooms are the only places within the museum where we allow food and drink. If groups wish to make use of this space for lunch or snack breaks please let staff members know in advance of your visit and use the bin provided for rubbish.

When using the learning rooms for lunch or snack breaks please ensure that children wash their hands after touching museum exhibits.

Emergency Evacuation

Emergency evacuation procedures are in place. All museum staff are familiar with, and regularly practise these.

There will always be a member of staff present in the two main galleries who will lead any necessary evacuation of the building.

On hearing the alarm all visitors will be directed by museum staff to the dedicated Assembly Point outside the entrance to St David's Hall. Please leave all coats and bags in the rooms, and encourage the children to remain calm and not to run or push those in front of them. Please follow the instructions of the museum staff.

Once at the assembly point, please count all members of your group, and inform a member of staff immediately if anyone is missing.

Facilities for visitors with Special Needs

We would like to ensure that all visitors have an enjoyable and accessible visit and will be happy to discuss and address any specific needs before your visit.

We will work with teachers to ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available for pupils with special needs.

You can see a copy of our Access and Diversity Policy on request. Please contact us if you require any additional information or arrangements.

The Cardiff Story is fully accessible, and has the following:

- Ramp to enter the building on the Working Street side
- Lift to all floors
- Wheelchair accessible toilets
- Wheelchair access to all public areas of the museum
- Hearing loops on all audios
- Subtitles in both English and Welsh on all films
- Transcriptions of all audio material
- Large print labels
- Tactile maps of the museum
- Braille and raised letter signage



Facilities for visitors with Medical Needs

We would like to ensure that all visitors have an enjoyable and accessible visit and will be happy to discuss and address any specific medical needs before your visit.

First Aid

If first aid is required, please contact the nearest member of staff who will contact a trained first aider immediately.

Assistance Dogs

Assistance dogs accompanying visitors who are visually or hearing impaired are welcome in the museum. Drinking water is available on request from a member of staff. Dogs must leave the premises to relieve themselves and staff will assist in identifying a suitable area.

Communication Systems

All museum staff carry communication aids and will be happy to assist with any enquiries.

CRB Checks

All museum staff who have regular and/or unsupervised access to children or vulnerable adults are subject to an enhanced CRB check. Teachers are expected to accompany groups at all times.

Climbing / Trip Hazards

There are some exhibits which are clearly designed for children to climb on. Please discourage children from climbing on other museum exhibits as this is dangerous.

Teachers are responsible for ensuring that all pupils walk into and around the museum building in a calm manner.

Lost Persons

Please advise children that if they become separated from their group they should inform a member of staff.

Should a group leader become aware that one of their group is missing, they should inform a member of museum staff who will make every effort to locate the missing person.

Visitor Conduct

We will expect teachers and children to:

- Not enter areas which are closed to the public
- Behave in a calm and orderly manner
- Not climb on exhibits except those which are clearly designed to be climbed on
- Be polite to members of staff and other visitors
- Be considerate to the needs of other visitors
- Teachers must not leave children unsupervised
- Use the learning rooms only for eating and drinking. Food and drink is not allowed in the main gallery space.
- Not smoke within the museum building or doorways
- Not use flash photography. (Non-flash photography is allowed)
- Use the bins provided for any rubbish



Site Inspections

Museum staff conduct regular inspections of the facilities. All equipment is regularly checked to ensure that it is in good working order.

Museum Staff Identification

All our Front of House staff wear blue or pink shirts with the Cardiff Story logo.

Insurance

The museum is covered with public liability insurance.

