

Health and Safety

This document gives information about the health and safety arrangements at the Science and Industry Museum to help you write a risk assessment for your visit.

Supervision and behaviour

- The Museum is a public building and adult group leaders must remain with students under 16 at all times to supervise their behaviour, ensure their health and safety, and accompany them in the event of an evacuation.
- Please ensure that you have an adult:child ratio of 1:4 children under 7 years, 1:8 children aged 7 - 11 and 1:10 children aged 11-16.
- If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, causes damage to exhibits, or threatening/abusive language is used, this person may be asked to leave. Please brief your students about appropriate behaviour and have measures in place in case anyone is asked to leave the building.
- If you become aware of any incidents on site that you wish to report, please talk to a member of staff on gallery, or at the museum Information Desk which is located in the New Warehouse. Please try when possible to alert us to any incidents at the first opportunity whilst on site.

First aid

- The Museum has trained members of staff able to provide first-aid treatment. Please ask at the Information Desk if you require assistance. The group leader must be present when first aid is administered.
- There is a fully equipped, fully accessible first-aid room on the ground floor of the New Warehouse.
- The nearest accident and emergency department is at Manchester Royal Infirmary, tel. +44 (0)161 276 1234.

- All first-aid incidents are recorded by museum staff.

Insurance cover

- Science Museum Group (which the Science and Industry Museum is part of) has in place and maintains insurance cover in respect of public and product liability. A copy of the Insurance Cover Note is available on request.

Fire safety and evacuation

- The Museum has well-rehearsed evacuation procedures to ensure that visitors can safely and quickly exit the premises.
- In the event of a fire alarm activation, lead your group out of the building via the nearest safe exit. Museum staff will direct you to use the appropriate exits and assembly points. Fire exits are clearly signposted.
- Lead your group out of the museum quickly – please do not stop to take the register until you reach the assembly point. Lifts should not be used.
- The main assembly point is in front of the New Warehouse entrance, on Lower Byrom Street – please see visitor map included in your confirmation email. At the assembly point please take the register and report any missing persons to security or any museum staff.

Museum staff

- All museum staff have undergone a standard police check. Staff working directly with students have undergone a Disclosure and Barring Service (DBS) check.
- Staff in the hands-on galleries or delivering educational events have relevant experience and training.
- All staff attend mandatory Health and Safety training courses in line with the museum's Health and Safety policy statements.

Health and Safety

- The museum is subject to an annual independent audit to ensure that Health and Safety standards are maintained.
- The museum's public areas have been designed and are maintained as safe spaces for all our visitors.
- Exhibitions and activities are designed with full consideration of risk control measures. Assessments are completed for all new works and activities.

- **Daily safety checks are carried out on our simulators and rides. Hazards are isolated or rectified immediately.**

Risk Assessments

Our site is a low risk environment and we have carried out risk assessments in all areas to ensure there are no significant hazards. Whilst we cannot provide a risk assessment for individual groups; these are the main hazards around the museum:

- **Moving machinery – Please explain to your group the reasons for the barriers surrounding some of our exhibits.**
- **Uneven surfaces – Our yards are cobbled and have railway tracks set into them, however, a network of smooth paths connects all of our buildings.**
- **Our yards may be used by contractors and their vehicles during the site transformation, so please be careful when moving between buildings, although these spaces will be secured and a barrier will be in place to the public.**
- **Ramp to lower yard – as indicated by signs – must not be used by pedestrians.**
- **Zebra crossing – You will need to use the zebra crossing on Lower Byron Street to move between the Air and Space Hall or the rest of the site.**

If you spot any hazards during your visit, please report them to a member of staff immediately.

Advice

We are happy to advise group leaders who are planning a visit or making changes to a visit itinerary. Please call the Learning Department on +44 (0)161 833 0027. During term time the office is open 09.00 and 17.00, Monday to Friday. Hours may vary during holiday periods.

**Learning Department
Science and Industry Museum
Liverpool Road, Manchester, M3 4FP**

**learning@scienceandindustrymuseum.org.uk
+44 (0)161 833 0027**