

## Information for Teachers

# Planning Your Visit

### Public Liability Insurance

Our sites are fully covered by public liability insurance.

#### Insurance Company Details:

Zurich Insurance Company (Zurich Municipal)

Visit [www.yorkshireremuseum.org.uk](http://www.yorkshireremuseum.org.uk) and click on the Schools page to find information about our public liability insurance.

### Risk Assessment Guidance

Group leaders will need to undertake a risk assessment specifically for their group in line with school and LEA policies and DfE guidelines. We recommend that a preliminary visit is made to carry out your own risk assessment. A preliminary visit voucher will be sent to you on request, enabling two adults and two children to make a free visit.

A Generic Risk assessment can be found on your website, this will help you write your own. Please note it is yours (the schools) responsibility to complete your own risk assessment. This is for guidance only.

### Fire Evacuation

#### Yorkshire Museum

Should the fire alarm sound on the day of your visit the lead teacher is responsible for making a head count of your group and assembling outside at the Rose Garden (at the front of the main museum building). Please inform the Fire Warden (identified by a fluorescent jacket) at once if a member of your group is missing.

Please note that when the alarm sounds some doors in our buildings automatically close.

A search and sweep system of evacuation is operated in the buildings, and York Museums Trust staff will direct your group out of the nearest fire exit. Ensure pupils stay in the assembly area so that emergency vehicles can access the museum. York Museums Trust staff will inform you when it is safe to re-enter the building.

#### Castle Museum

Should the fire alarm sound on the day of your visit the lead teacher is responsible for making a head count of your group and assembling outside on the Eye of York (grassy area at the front of the building). Please inform the Fire Warden (identified by a fluorescent jacket) at once if a member of your group is missing.

Please note that when the alarm sounds some doors in our buildings automatically close.

A search and sweep system of evacuation is operated in the buildings, and York Museums Trust staff will direct your group out of the nearest fire exit. Ensure pupils stay in the assembly area so that emergency vehicles can access the museum. York Museums Trust staff will inform you when it is safe to re-enter the building.

#### York Art Gallery

Should the fire alarm sound on the day of your visit the lead teacher is responsible for making a head count of your group and assembling outside the Art Gallery, in Exhibition Square or on Coppergate when in York St Mary's. Please inform the Fire Warden (identified by a fluorescent jacket) at once if a member of your group is missing.

Please note that when the alarm sounds some doors in our buildings automatically close.

A search and sweep system of evacuation is operated in the buildings, and York Museums Trust staff will direct your group out of the nearest fire exit. Ensure pupils stay in the assembly area so that emergency vehicles can access the museum. York Museums Trust staff will inform you when it is safe to re-enter the building.

### Child Protection

All learning team staff hold a current Enhanced CRB Disclosure.

### First Aid

Should a member of your group need assistance please inform a member of staff, identified by York Museums Trust blue uniforms. All accidents and near misses should be reported to a member of staff as soon as possible.

### Museum Facilities

#### Toilets

We ask group leaders to supervise pupils in small groups when using these facilities.

#### Shop

In order to ease congestion we ask that no more than 10 pupils visit the shop at any one time.

#### Food and Drink

Must not be consumed in the museum. Certain rooms can be booked in advance for school lunches. During the summer months outside areas may be used as picnic areas.

#### Lost Children

We ask that group leaders make checks at regular intervals to ensure all members of their group are with them at all times. Should a member of your group be missing, please inform a member of staff.

### Courtesy to other Visitors

We ask all group leaders to remind students to treat other visitors with courtesy.

## Information for Teachers

# On The Day

- Please bring your booking paperwork with you.
- Upon arrival please ask your group to wait outside while your group leader comes to the reception desk with the booking confirmation. Once you have been booked in we ask for you to split down into your groups (please see our supervision levels) before entering.
- If you have a workshop booked please make sure you arrive in plenty of time for bags and coats to be put in one of the allocated places.  
If you are running late please call Group bookings on 01904 650333.
- We ask that you do not lead your group through the cafes on our sites as this can be dangerous.
- If you have the lunch room booked please make your way to reception a few minutes before your time slot for one of our guides to take you to the room.
- We have various trails on our website for you to download and print in school before your visit: <http://www.yorkmuseumstrust.org.uk/Page/Schools.aspx>
- Please note that we do not offer guided tours on any of our sites.
- Our sites are public spaces so we ask that all visitors respect this and keep noise down to a minimum.
- If at any point you have any problems please ask any of our guides, who will be more than happy to help.

