

This document gives information about health and safety arrangements at the Science Museum.

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 to accompany them in case of evacuation.

Groups must have the correct adult to pupil ratio for the activities they are attending at the Museum. For general visits we require 1:15; for other activities such as hands-on galleries, special events, special exhibitions or the IMAX cinema we require more adults, either 1:10 or 1:8 as specified in our literature and on the Booking Confirmation Letter once a booking has been made.

If the behaviour of any pupils adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will 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.

Announcements can be made to reunite lost pupils with their teachers. Contact a member of staff in the first instance.

Fire and evacuation

An announcement over the public-address system is used to alert staff and visitors of an evacuation.

An automatic call is put through to the fire brigade for attendance.

Staff will direct visitors to the nearest fire exit and to the assembly point at the Queens Lawn, Imperial College. Lifts should not be used.

At the assembly point teachers should take the register and report any missing persons to the Museum staff wearing high-visibility jackets.

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

The Museum has a robust Evacuation Policy with clear responsibilities for Museum staff. This policy is reviewed every six months 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 and all staff must attend Fire Awareness training. The Museum's security staff is further trained in fire-fighting practices.

The Museum is fully compliant with the Fire Precautions (Workplace) Regulations which means it meets legal requirements. It has also applied for a Fire Certificate.

The Museum's fire-fighting equipment conforms to current regulations and is maintained on an annual basis by an outside licensed 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 & Safety Executive. In addition they complete a one-day training course in first aid for children.

During public opening hours there are at least six trained first-aiders available, including two women.

The Museum has two fully equipped, fully accessible first aid rooms on the ground floor, to the front and rear of the Museum.

For first aid treatment while you are in the Museum you should ask any member of Museum staff or call the Control Room on 020 7942 4444.

The nearest Accident & Emergency Department is at Chelsea & Westminster Hospital, tel. 020 8746 8080.

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.

In addition, accidents are recorded in the Museum's Accident Book. The Senior or Duty Visitor Services Manager is responsible for investigating any accident involving visitors. If appropriate, accidents may be reported to the Health & Safety Executive.

Museum staff

All Museum employees are vetted by the National Identification Service (NIS), a system used by most national museums and academic authorities.

No member of staff is allowed to start work within the Museum until all their references have been checked thoroughly.

Museum staff carry ID cards that include their photograph so that they can be recognised by visitors.

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 assessments and hazard identification

The Museum's public areas have been designed and are maintained as safe spaces for all our visiting public.

Exhibitions and activities are designed with full consideration of risk control measures. Assessments are completed for all new works and activities.

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

Age restrictions may apply in some galleries and height restrictions are imposed for some simulator rides to ensure the health and safety of visitors.

Insurance cover

NMSI (as the parent organisation for the Science Museum) has in place and maintains insurance cover in respect of Public and Product liability. The limit on these policies is £15,000,000.

Health and safety

The Museum (as part of NMSI) has written health and safety policy statements. Staff attend mandatory health and safety training courses in line with their responsibilities and job function.

Eight staff hold a nationally recognised health and safety qualification and act as advisers across the various Museum departments. There is also a full-time external health and safety consultant.

The Museum is subject to an annual independent audit to ensure that health and safety standards are maintained.

Security

The inside and the outside of the Museum are covered by a comprehensive network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and exhibits.

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

Please do not leave valuables in the trolleys at the Schools Entrance.

Disability Discrimination Act

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

Advice

The Education Booking Office team are available to give telephone advice to teachers wanting to plan or book a visit, or make changes to a visit itinerary. The Education Booking Office is open 09.00–16.00 Monday to Thursday and 09.00–13.00 on Fridays during term time (hours may vary during holidays).

For further information about health and safety relating to school visits that is not covered by this document, or to make comments about this document, please contact:

Education Booking Office
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Exhibition Road
London SW7 2DD
tel. 020 7942 4777 fax 020 7942 4779