Health and Safety at the Science Museum.

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

Supervision and Behaviour

- Adult group leaders are responsible for the behaviour and general health and safety of all the children in their group at all times within the Museum.
- Adult group leaders should remain with their children at all times.
- All groups should have the correct adult to child ratio – 1:6
- If the behaviour of any person attending Science Night adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave.
- All campers must attend the Welcome and Safety Talk at the beginning of the event.
- Adult group leaders are responsible for ensuring their group abides by the rules set. These include:
    - No running
    - What to do if you feel sick
    - Listening to staff
    - Staying with the group at all times.
    - Evacuation procedure
    - Disturbing other groups after lights out
- Science Museum staff is not responsible for disciplining children.

Sleeping Arrangements

- Campers sleep on the floor of the museum galleries.
- There will be approximately 160 campers in each gallery.
- There will be at least three members of staff on each gallery in case of evacuation.
- Adult group leaders will be woken up if there are complaints about noise from other campers.
- Groups will remain together for the entire event but girls and boys will be separated when it's time to go to bed.
- Girls will sleep on one side of the gallery and boys will sleep on the other.
- Male adult leaders are only allowed to sleep on the boy's side and female adults can sleep on either side.
- It is the responsibility of the adult group leaders to have the correct number of female/male adults to ensure that both the boys and girls are suitably supervised.
- Campers will be provided with a thin camping mat to sleep on. Inflatable beds are prohibited as they cause a trip hazard.

First Aid

- There is always one fully trained first aid staff member on duty throughout the night.
- The Museum has two fully equipped, fully accessible first aid rooms on the ground floor, to the front and rear of the Museum.
- The nearest Accident & Emergency Department is at Chelsea & Westminster Hospital, tel.
- 020 8746 8000.
- All first-aid incidents are recorded.

Fire and evacuation

- If you see a fire, contact a member of staff immediately.
- 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 adult group leaders should ensure all their group are accounted for and report to their usher.
- The Museum has a robust Evacuation Policy with clear responsibilities for Museum staff.
- Employees are trained in the evacuation procedure.
- The Museum is fully compliant with the Fire Precautions (Workplace) Regulations.

Museum staff

- All Science Night staff has had a Disclosure and Barring Service (DBS) check.
- Museum staff carries ID cards that include their photograph.
- During Science Night, we have security staff that patrols the building to ensure it is safe and secure.

Insurance cover

- SMG (as the parent organisation for the Science Museum) has in place and maintains insurance cover in respect of Public and Product liability. Please see attached sheet.

Health and Safety

- The Museum (as part of SMG) has written health and safety policy statements.
- All staff attends mandatory health and safety training courses.
- 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 visiting public.
- 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 all galleries. Hazards are isolated or rectified immediately.

Other information

- The Science Museum is a smoke-free environment.
- There are more details of how to stay prepared for your Science Night experience in your Camper's Survival Guides.
- These were sent directly to you when you made your booking.

For further information about health and safety relating to your Science Night visit that is not covered by this document, or to make comments about this document, please contact:

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