

SCIENCE MUSEUM

HEALTH AND SAFETY

This document gives information about Health and Safety arrangements at the Science 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 their students at all times to supervise their behaviour, ensure their Health and Safety, and accompany them in the event of an evacuation.
- Groups must have the correct adult-to-child ratio:
 - Families: at least one adult.
 - Schools and other groups: a minimum of one adult for every six children.
- If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or causes damage to exhibits, this person may be asked to leave. Please brief your students about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

SLEEPING ARRANGEMENTS

- You will sleep as a group, in the same area. We won't split up your group. There will, however, be other groups and staff around you.
- The galleries are mixed-gender sleeping areas and there'll be a mix of both female and male staff members working the night. There will also be both male and female staff supervising overnight.
- Campers sleep on the floor of the Museum galleries. You will be assigned a gallery upon arrival.
- You're welcome to sleep anywhere in your assigned gallery. Please note that children will still need supervision while sleeping.

We will provide all campers with a thin camping mat to sleep on. We do not allow inflatable mattresses at Astronights, as they cause a trip hazard.

FIRST AID

- The Museum has trained members of staff able to provide first-aid treatment. Please ask if you require assistance or call 020 7942 4444.
- There are two fully equipped, fully accessible first-aid rooms on the ground floor, to the front and rear of the Museum.
- The nearest accident and emergency department is at Chelsea and Westminster Hospital, tel. 020 8746 8000.
- All first-aid incidents are recorded.
- Changing facilities for students with disabilities are available. Please contact us for further information.

INSURANCE COVER

- Science Museum Group (of which the Science Museum is part) 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.

MUSEUM STAFF

- All Science Museum staff have undergone a standard police check. Staff working directly with students have undergone an Disclosure and Barring Service (DBS) check.
- Staff in the hands-on galleries or delivering educational events have relevant experience and training.

HEALTH AND SAFETY

- The Museum (as part of the Science Museum Group) has written Health and Safety policy statements.
- All staff attend 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 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 all galleries. Hazards are isolated or rectified immediately.

ADVICE

We are happy to offer advice about booking a sleepover.

Please email us to discuss how we can support you and your group:
astronights@sciencemuseum.ac.uk

CONTACT

Astronight Team
020 7942 4749
astronights@sciencemuseum.ac.uk
Science Museum
Exhibition Road
London SW7 2DD

SCIENCE MUSEUM

FIRE AND EVACUATION

- The Museum has a robust Evacuation Policy with well-rehearsed procedures that ensure visitors can safely and quickly exit the premises.
- Announcements over the public-address system will alert you to an evacuation.
- Lead your group out of the Museum as quickly as possible – please do not stop to take the register until you reach the assembly point. Fire exits are clearly signposted and doors should unlock automatically during an evacuation. If necessary break the glass on the green emergency door release unit next to the door. Lifts should not be used.
- The assembly point is in front of Imperial College on Queen's Lawn on Imperial College Road (to the north of the Science Museum). At the assembly point you should take the register and report any missing persons to Museum staff wearing high-visibility jackets.

