

**SCIENCE
MUSEUM**

LEARNING

**HEALTHY AND
SAFETY GUIDE**

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

SUPERVISION AND BEHAVIOUR

The Science Museum is a public building and is open to all. We ask adult group leaders to remain with their students at all times, to ensure wellbeing and security (especially during an evacuation) and supervise behaviour.

Please make sure you have the correct adult-to-student ratios – 1:15 for general visits and either 1:10 or 1:8 for other activities – as specified at the time of booking.

Before the visit, discuss appropriate conduct with your students. If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or risks damage to exhibits, we may ask this person to leave. We recommend you have contingency measures in place, just in case.

FIRST AID

We have trained staff able to provide first-aid treatment. Please ask if you require assistance or call 020 7942 4444.

There are several fully equipped, fully accessible first-aid rooms in the museum. These can be made available if you need them.

The nearest accident and emergency department is at Chelsea and Westminster Hospital, call 020 3315 8000.

All first-aid incidents are recorded, and you can request a copy of our report if anyone in your group is involved.

Changing facilities for students with disabilities are available; contact us for further information.

INSURANCE COVER

As part of the Science Museum Group insurance we have public and product liability cover. A copy of our insurance cover note is available from our website or you can ask us for it.



FIRE AND EVACUATION

We operate a zonal evacuation procedure, whereby we only ask visitors to leave the affected area. Whilst one area is cleared, visitors in other parts of the museum can continue with their visit.

Where possible we will direct you into an open section of the museum. However, you may be required to leave the building and go to the Assembly Point.

Always follow the instructions of our staff and lead your group out of the evacuating area as quickly as possible. Please do not stop to take the register until you are in a safe zone or at the Assembly Point outside the museum.

As a precautionary measure, we close the IMAX Theatre whilst any other zone is being evacuated.

The Group Entrance area is also closed to all visitors during an evacuation because it is used as the priority route for the emergency services. This means you will not be able to access belongings stored at Group Entrance.

An audible alarm and announcements over the public-address system will signal an evacuation. Fire exits are clearly signposted, and doors should unlock automatically; if necessary, break the glass on the emergency door release unit next to the door. Lifts must not be used. Our staff will assist wheelchair users and visitors who may have mobility concerns.

The Assembly Point is in front of the Imperial College Business School on Exhibition Road (to the north of the Science Museum). Occasionally it is necessary to evacuate to the secondary assembly point at the Albert Memorial in Kensington Gardens at the north end of Exhibition Road, see the map overleaf.

Take the register at the Assembly Point and report anyone missing to museum staff wearing high-visibility jackets.

Bear in mind that other groups in your party could be in an unaffected part of the building, unaware that an evacuation is happening elsewhere. Rest assured they will be safe and our staff will be happy to help if they are concerned.



MUSEUM STAFF

All our 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.

HEALTH AND SAFETY POLICIES

As part of the Science Museum Group we have 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.

Our 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.

CCTV

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

ADVICE

We are happy to advise group leaders about planning or booking a visit and making changes to a visit itinerary. Please call the Learning Support team on 020 7942 4777. Check our phone opening times at www.sciencemuseum.org.uk/learning.

CONTACT

Learning Support Team
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