

ROYAL ARMOURIES



Schools Welcome Pack



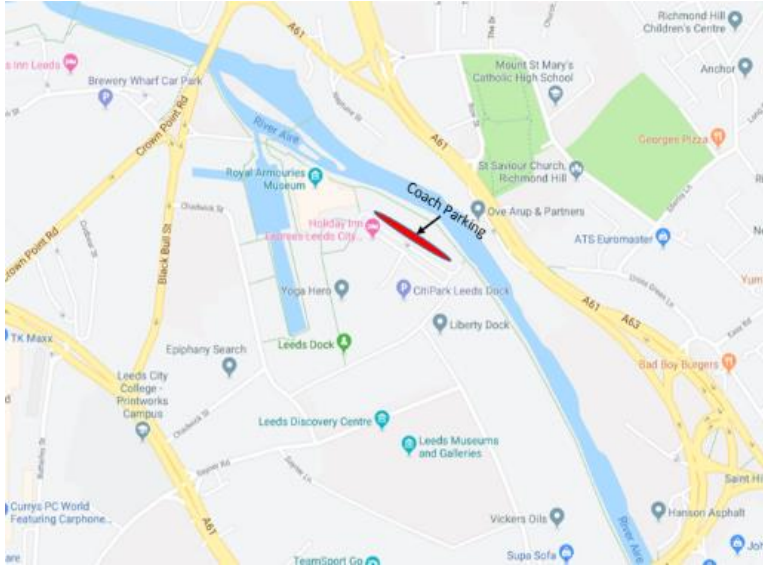
The Royal Armouries **Schools Welcome Pack**

Thank you for booking with us!

We hope you find all the information you need to have a fun and incredible day out to the Royal Armouries Museum.

Got any more questions for us? Email educate.leeds@armouries.org.uk or call **07785 692 443**

Getting to the Royal Armouries Museum



The Royal Armouries Museum
Armouries Drive, Leeds, LS10 1LT

Opening Hours
Term-Time
Tuesday-Sunday 10:00-17:00

Plan your journey

Allow plenty of time for your journey.

Public Transport

Getting to us by bus: The Royal Armouries Museum is approximately 15-20 minutes walk from Leeds Bus Station (approximately 0.9 kilometres/0.6 miles)

Getting to us by train: The museum is approximately 20-25 minutes walk from Leeds railway station (approximately 1.3 kilometres/0.8 miles)

Arriving by coach or minibus

There is a minibus and coach drop off on Armouries Drive. There is free coach and minibus parking available and should be booked in advance with our education team. On arrival at the museum, please park in the designated coach bays in front of the tiltyard. Please refrain from stopping or parking in front of the Holiday Inn Express as this may result in a fine. Please ensure you have your vehicle registration ready with you on arrival to

pass on to the Visitor Services Team at the reception desk.

Arrival at the museum

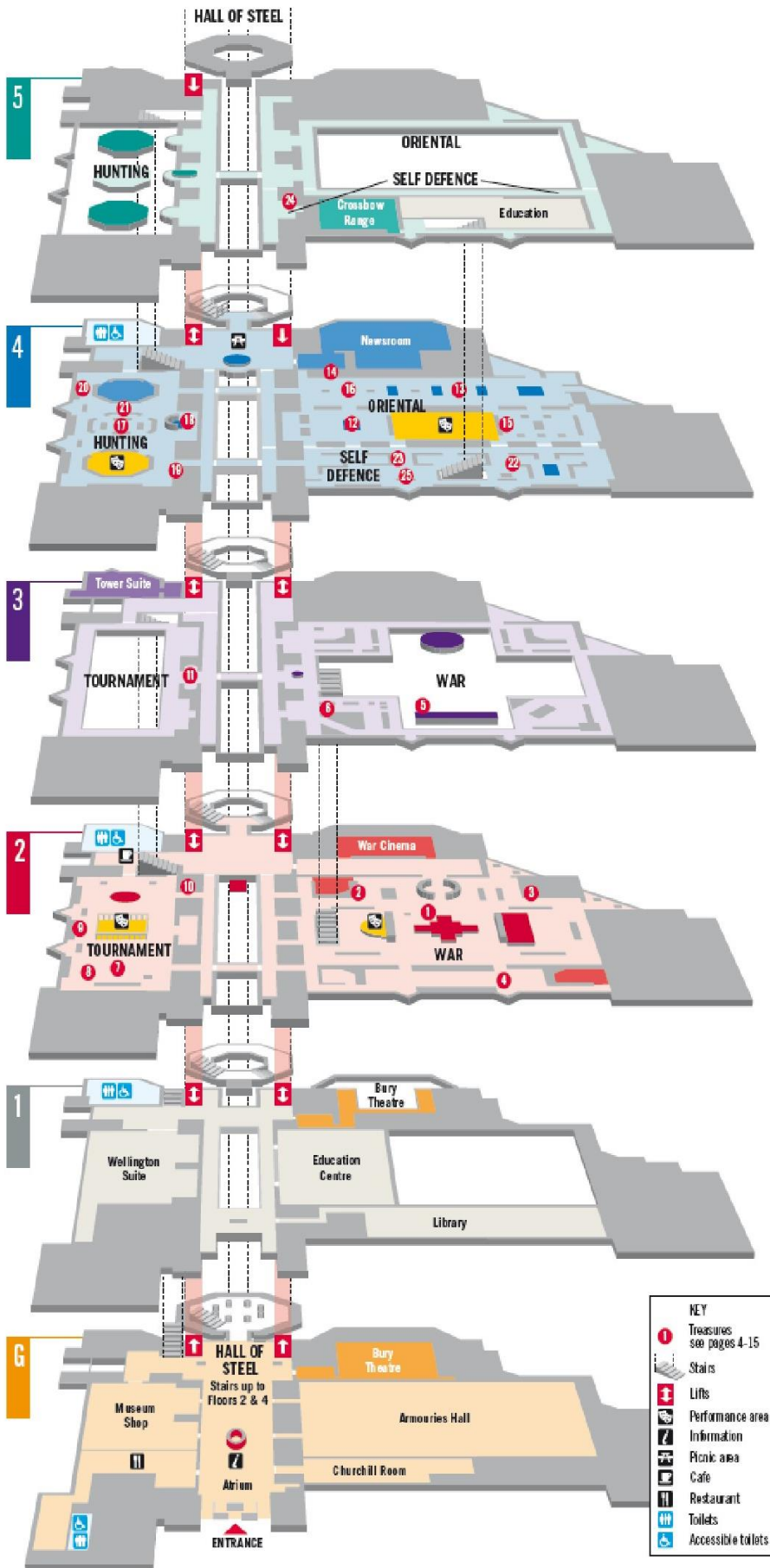
The Museum entrance is 100 metres (approximately 110 yards) across Armouries Square from the coach park and drop-off point. All access routes to the museum entrance have a step-free path.

On arrival, please report to the front desk to sign in (facilitated and self-guided groups). If you are at the museum for a facilitated workshop, you will be met at the desk by a member of the Education Team.

All groups will be asked to fill out a form detailing exact visitor numbers and contact information for the visit. Your contact information will never be passed on to any 3rd party group.

You will be informed of talks and demonstrations which will be occurring in the museum throughout the day.

Museum Map



KEY

- Treasures see pages 4-15
- Stairs
- Lifts
- Performance area
- Information
- Picnic area
- Cafe
- Restaurant
- Toilets
- Accessible toilets

Teacher Tips for a great day out

Before your visit

Make a familiarisation visit

Visit to plan your day. If you wish to make a teacher familiarisation visit, please speak to our education team at educate.leeds@armouries.org.uk. Where possible, a member of our team will meet you and show you round.

Check your timings

Please check the arrival and departure time in your confirmation email and if you have booked a workshop, the timetable that has been sent to you.

Risk assessments

You may be required to make your own risk assessment but also use ours to plan your visit. Our risk assessments are provided to you in this document.

Learning trails

As part of your visit, you may have some self-led time in our galleries. If you would like to add extra focus to this part of your visit, please feel free to download and print the trails which our team will have sent to you.

Goody bag To finish your trip, you may be interested in our goody bag offer. For just £3 each, your pupils will get a metallic arrow pen, a patterned pencil with rubber on top and a torch key ring. These can be ordered in advance and simply collected from the gift shop at the end of your visit. Payment will be added onto your invoice.



On the Day

Lateness

If your group is running late, please inform us when you are able to on [07785692443](tel:07785692443). We will do our best to ensure your group gets a full workshop. However, please be aware there is a risk that the session will be adjusted or cancelled due to other bookings on the same day. Therefore, it is important that you arrive on time for the start of your first session. You will be sent a timetable with your booking confirmation detailing the time of your first session.

Toilets

Please arrive in plenty of time before your workshop starts to allow for a toilet break. Toilets are on Floor 1, 2 and 4 and will be pointed out to you.

We also have a changing spaces toilet on the ground floor.

Lunch area and bag storage

Groups that have facilitated workshops have a reserved lunch space built into their booking, unless communicated otherwise. You will be able to drop off lunches and coats in this space prior to their workshops if time permits. Please note that possessions are left at the owner's risk as the room cannot be locked, and the Royal Armouries cannot be held accountable for any loss or damage.

Self-guided groups are required to keep their lunch bags and coats on their persons. Please discuss potential lunch space options with the Education Officer prior to arrival, as location and availability will depend on group size and other factors. The Royal Armouries team will endeavour to provide a space, however, we cannot guarantee there will be one.

Please be aware that no food or drink is permitted in the galleries for the protection of the objects.

Additional Useful Information

Workshops

Workshops facilitated by our education team are an excellent way to enhance learning. A facilitated workshop must be booked in advance. We have workshops suitable for a wide range of age groups and topics, please just ask! Generally, a facilitated workshop can accommodate 70 pupils per morning and 70 per afternoon. However, these numbers can be flexible.

The Royal Armouries reserves the rights to alter or withdraw any package, facility, show or exhibit without prior notice.

Accessibility

We welcome every visitor through our doors and want everyone to have a spectacular visit. Please see our accessibility information:

[Accessibility at Royal Armouries Museum | Royal Armouries](#)

All of our galleries are accessible via the lifts, and we have access friendly toilets on floors 1, 2 and 4 and in the outside Tiltyard.

If you have booked a facilitated session, please contact Nick Thomas at educate.leeds@armouries.org.uk with any information regarding physical, learning and behavioural access needs so we can ensure each pupil is catered for.

We also have five sensory backpacks to encourage, support, and enhance the museum experience of children and young people on the autism spectrum.

Backpack features:

- They contain fun and soothing sensory toys and ear-defenders
- They are available free of charge
- They can be used for the duration of your visit
- Collect from Reception and return to Reception on departure

Please let us know if you wish to use these and our team will arrange this for you.

If you have booked a self-led visit and would like more information, we are more than happy to answer your questions. Please contact Nick Thomas at educate.leeds@armouries.org.uk

Costs

Please see your Confirmation document to see the amount you are charged and your terms of cancellation. In such circumstances that the Royal Armouries Museum should we need to alter, postpone or cancel your booking at short notice for reasons beyond our control, for example if our staff test positive for COVID-19, or government guidance

changes, the Royal Armouries cannot be held liable for any other costs your planned visit incurs.

Post-visit Resources

We don't want your link with the Royal Armouries to end when you walk out of our doors. All our workshops are tailored to the National Curriculum or exam specifications and can therefore be used back in the classroom. To enhance the impact of our sessions, we have developed some post-visit resources for our workshops, which will be updated as we see fit. These resources do not just focus on History but are cross-curricula, particularly with English and Art. You can find them under the Learning tab on the Royal Armouries website.

<https://royalarmouries.org/learning/?where=LearningResources>

Top Tips:

- There are 4 lifts to floors 1, 2, 3 & 4. Only one lift goes to floor 5, which has a gold frame around the door. Please note there are no stairs between floors 1 and 2 and floors 3 and 4.
- Photography is permitted but please no flash! This is for conservation reasons.
- A First Aider is based at the front desk.
- In an emergency evacuation, staff will issue instructions on where to go.
- Our safeguarding policy is available on our website or please ask Nick Thomas on nick.thomas@armouries.org.uk. Workshop risk assessments are also available via Nick and will be sent through upon confirmation; however, if you lose them, please just ask!
- Guide and Assistance Dogs are welcome.

Museum code of conduct for teachers & education group leaders

To ensure an enjoyable and safe experience for all our visits we politely ask you to follow our Code of Conduct.

1. Teachers and adult helpers are responsible for student's behaviour whilst visiting the museum.
2. All school and education groups must have an adequate number of adults with their group. The museum requires the following ratio of adult to pupils:

Pupil Age	Adult : pupil ratio
0 - 7	1:10
8 - 11	1:15
12 - 16	1:20

3. Any accident, regardless of how minor, must be reported to a member of the museum staff. Qualified first aiders are available at all times.
4. No running inside the museum premises.
5. In the event of a fire evacuation, follow the instructions provided by Royal Armouries staff.
6. Photographs are permitted within the museum but only with your flash turned off (This is because your flash can damage the objects).
7. No food or drink is to be consumed in the museum galleries. Please use the allocated lunch space or picnic area.
8. No alcohol is to be consumed in the museum.
9. The Royal Armouries reserves the right to refuse admission to any party or parties. The Museum does not tolerate inappropriate behaviour, and this may lead to the exclusion of the party from the Museum.
10. Members of the visitor services team will be in and around the museum to help you with any queries. They can contact the Education team should you need them. Alternatively, the Education office can be found on Floor 1.

Terms and Conditions for facilitated education bookings

Payment:

- Please see the Booking Confirmation form for your payment amount and Terms and Conditions of this payment.

Changes and Cancellations:

- If you do wish to make changes to or cancel a workshop, please do this in writing by contacting educate.leeds@armouries.org.uk (Royal Armouries Museum, Leeds) or education.fn@armouries.org.uk (Fort Nelson, Hampshire)
- The Royal Armouries is not liable for any costs your organisation incurs in the pursuit of a visit should a visit not go ahead for any reason. This includes (but is not exclusive to) if the Royal Armouries needs to cancel your visit to ensure the safety of staff and visitors or if government guidance changes.
- If your group is running late, please inform us when you are able on [07785692443](tel:07785692443) (Royal Armouries Museum Leeds) or [01329 848 507](tel:01329848507) (Fort Nelson, Hampshire). We will do our best to ensure your group gets a full workshop. Please be aware there is a risk that the session will be adjusted or cancelled due to other bookings on the same day.

Appendix

Risk Assessments

Title: Generic Museum		Assessment Ref: LS-HS-RISK-0001-16
Activity: Visiting the Museum		
		Date Originally Compiled: 20.07.2011
Original Author: Cath Shaw		Supported by: Corina Burnett
Reviews:		
Review By	Date	Amendments Made
Derek Johnson	12.12.16	No changes required
Cath Shaw	16.07.18	Removal of street interactive
Sam Jinks	12.06.19	Grammar changes
Cath Shaw	03.09.20	To include Covid hazard and controls
Cath Shaw	05.02.21	Reviewed, minor format changes
Cath Shaw	16.04.21	Reviewed to include new preventative measures in Blinds Man Alley
Cath Shaw	20.07.21	Reviewed after Governments Step 4 road map. All current controls in relation to Covid will remain in place until further notice.
Jessica Hardy	08.09.21	Amended to update revised actions to now allow guided groups in providing visitor numbers allow it and live performances can now take place indoor providing safe distancing can be maintained.
Jessica Hardy	04.12.21	Amended to update changes in legislation
Cath Shaw	15.12.21	Amended to show the Governments Plan B changes that face coverings are now a legal requirement in all indoor settings such as Museums
Cath Shaw	09.02.22	Amended to reflect the Governments COVID control changes such as face coverings, social distancing are now only recommendations and not a legal requirement.
Cath Shaw	01.04.22	Amended to take into account Royal Armouries COVID control changes within the Museum.
Cath Shaw	26.08.22	Amended to show while there is no longer a requirement to explicitly consider COVID -19, risk assessments should now look to consider the wider risk and control of general respiratory infections such as COVID-19, Flu.
Cath Shaw	23.09.22	Amended to include stained glass windows.

This Risk Assessment has been completed in accordance with “The Management of Health & Safety at Work Regulations 1999” and the “Health & Safety at Work Etc Act 1974”, to the best knowledge and understanding of the assessors.

*Frequency x Severity = Risk

F	x	S	=	R
1 = Very unlikely		1 = No Injury		1-3 = Low
2 = Unlikely		2 = Minor Injury		4-6 = Medium
3 = Likely		3 = Major Injury		7-9 = High
4 = Very Likely		4 = Fatality		10-16 = Very High

Minor Injury

Treatment usually requiring first aid only or home care such as

Cuts / grazes
Bruising / Bumps

Major Injury

Treatment requiring further medical Assistance such as

Fractures / muscle strains and tears
Illness

FIRE	See specific Fire Safety risk assessment								
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Exposure to respiratory infections such as COVID-19, Flu.	Visitors Staff	Risk of respiratory infections spreading within the Museum	3	2	6	<p>Hygiene</p> <ul style="list-style-type: none"> • Soap, water, and drying facilities are available, stocked and maintained and are adequate for staff and public numbers • Sanitisation stations located throughout public and staff areas to further increase hand washing • Cleaning schedules are in place for both the Visitor Operations and Cleaning dept. to ensure all relevant areas within the museum are covered, seven days a week. • Visitor Operations also carry out daily checks and further cleaning as required. • Close monitoring of popular areas to assess if further cleaning required <p>Signage throughout the museum encouraging staff and visitors</p> <ul style="list-style-type: none"> • to wash their hands regularly, • at wash points demonstrating correct hand washing practices <p>Galleries</p> <ul style="list-style-type: none"> • Capacity monitoring to allow for greater capacity management in gallery spaces • Signage and barriers will remain as necessary to manage visitor flow. • Narrow / small spaces controlled as required i.e. Blocked off, monitored. • Queue routes planned and implemented if needed. • Sanitisation stations located throughout public areas. 	2	2	4


						<p>Live performances are monitored by Visitor Operations and Event staff and capacity levels managed to ensure there is no unsafe overcrowding.</p> <p>Performances may be cancelled, adjusted, or rescheduled if it is not deemed safe.</p> <p>Ventilation The Museum uses both mechanical and natural methods to ensure there is adequate ventilation throughout all areas of the museum therefore helping reduce the concentration of respiratory particles. This in turn lowers the risk of airborne transmission of respiratory viruses.</p>			
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
External Museum Grounds									
Coach Park									
Coaches Cars Contractor/ Delivery vehicles	Pedestrians	Road traffic accident	2	4	8	<p>Clear signage on display for both public/vehicles. Road markings clear and visible to all. Light levels sufficient and fit for purpose. Speed signs on display 5mph. Speed ramps in place reducing speed, entering and exiting coach park. Public walkways clear and without obstruction.</p>	1	4	4
Uneven pathway	Pedestrians	Trip/Fall	3	3	9	<p>Area checked monthly and maintained by Royal Armouries Building Services. Area adequately lit. Alternative route available using level paving surface.</p>	2	3	6
Motorbikes parked on pedestrian's walkway	Pedestrians	Trip/fall	2	3	6	<p>Bikes are clearly visible or easily felt by visually impaired people using a stick for aid. Adequate space either side to allow a wheelchair user to get past.</p>	1	3	3
Alley way between Menagerie & Museum									
Cyclist riding through at speed	Cyclist Pedestrians	Collision	3	3	9	<p>This is clearly a pedestrianised area. There is a mirror on the blind corner for all who use the alley to view oncoming traffic. Signage on the wall of the alley way, explains this route is a shared access route for cyclists and pedestrians.</p> <p>3no – Blue circle advisory signs of shared access for Pedestrians and Cyclists removed from walls.</p> <p>2no – Blue rectangular 'Cyclists Dismount' new signs fixed in place of above at each end of alleyway on Craft Court wall face.</p>	2	3	6

						<p>Initial 2no – Red circle 'No Cycling' new signs fixed on Craft Court end approach walls to alleyway. These are paired up along with the existing Red rectangular 'Caution Hump' signs at each end that warned of the original ramp and now the 2no new ramps below.</p> <p>2no – Full width new Yellow & Black sectional 'Speed Humps' installed across each end of the alleyway (at the same time as above no cycling signs)</p> <p>Further 2no – new 'No Cycling' signs fixed on side pathway walls above the smoking point area and to left of sterile yard gates (these now cover the approach path)</p>			
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Armouries Square									
Paving throughout all external walkways in icy weather	Pedestrians	Slip / fall	3	2	6	Area checked daily and gritted by Building Services during icy periods. Adequate gritted walkway is provided.	2	2	4
Mechanical bollards during operation	Pedestrians Cyclists Vehicles	Trip	3	3	9	Bollards clearly visible with sounder and light indicator attached. Manually operated by Security using CCTV/speaker.	1	3	3
		Collision	3	2	6	Clear signage in place explaining how bollard system operates. Security tell driver to wait until bollards down.	2	2	4
		Vehicle damage	3	1	3		2	1	2
Vehicle movement around the museum	Pedestrians	Road traffic accident Crush between vehicles	3	4	12	Controlled vehicle access onto the square by mechanical bollards. Deliveries only allowed between the hours of 7am – 10am & 5pm – 7pm All vehicles entering the square are told to have their hazard lights always flashing and drive no faster than speed of 5mph. Signs stating speed on the square 5mph. 3 areas only designated for loading/unloading. Reversing of vehicles is circumscribed. Parked vehicles and drivers are the responsibility of the owner, under the authority of their host on site. Restricted number of vehicles allowed on the Square at any one time. See <u>Operation Specifications for Armouries Square</u> for further details. Area covered on CCTV / 24 Hrs. Security. Additional vehicle access over and above agreed number (as stated in the Operation Specifications for Armouries Square) can only be allowed providing the following further controls are put in place:	1	4	4

						<p>Extra staff are to be provided on the square by the host (wearing a high visibility jacket):-</p> <ul style="list-style-type: none"> To control access, parking and egress. To ensure any areas with reversing vehicles are kept free of pedestrians and to assist drivers with reversing operations. To assist with the movement of vehicles across the square. <p>Vehicles are not to be parked in any position that would cause disruption to the flow of traffic within the square, such as:</p> <ul style="list-style-type: none"> On the egress route down to the boulevard. On the access route to the main entrance of the museum. Blocking any fire exit doors. In front of the access bollards. 			
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Paved seating within square Grates within the square	Pedestrians	Fall	2	2	4	Paving, seating, and grates checked monthly and repaired accordingly, by the Royal Armouries Building Services dept. Area gritted in winter. Children supervised by parents/guardians	1	2	2
Cannon exhibits – climbing on / bumping into	Pedestrians Cyclists	Bump to head Fall	3	3	9	Cannons securely fitted, cannot be moved and open ends filled in. Clearly visible and area lit at night. Signage requesting not to sit / climb on the canons. Children supervised by parents/guardians. Cannons checked by Conservation for wear/tear.	2	3	6
External grounds at the back of the Museum									
Uneven pathway/old style stonework around back and side of museum	Pedestrians	Trip Fall	2	3	6	Area checked monthly and repairs carried out accordingly by the Royal Armouries Building Services dept. Area adequately lit and ground conditions clearly visible. Alternative route available using level paving surface.	1	3	3
Amphitheatre steps	Pedestrians	Fall Inappropriate behaviour	2	3	6	Step edges marked for clear visibility. Handrails for stability. CCTV on area. Children to be supervised by guardian / parent.	1	3	3
Docksides around museum	Pedestrians	Fall into water. Inappropriate behaviour	2	3	6	Barriers are positioned all the way around by the edge. Children to be supervised by guardian / parent. Majority of water edge covered by CCTV. Barriers checked and maintained by British Waterways. Life Buoys placed strategically around the Dock and are maintained by the Canal and River Trust.	1	3	3
Internal Museum									
Behaviour likely to cause damage/	Visitors Staff	Inappropriate behaviour	3	3	9	School groups given H & S Briefing on arrival by Education staff or Visitor Services (self-led).	2	3	6

injury to oneself, another, fabric of building or collection		Fall/Trip Impact from items dropped at height.				Schools to ensure pupils are told how to behave when on site e.g., no running. School group leaders reminded and agreed responsibility for young people's behaviour via sign-in form. Visitor Services to perform regular security checks. Museum Assistants monitor public behaviour on site.			
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Floor surfaces throughout museum	Visitors Staff	Fall Slip	3	2	6	Schools to ensure pupils are told how to behave when on site e.g., no running. School group leaders reminded of responsibility for young people's behaviour. All spillages reported to daytime cleaners and cleaned up immediately. Warning signs on display at museum entrance on wet days advising of extra care required.	2	2	4
Lift doors	Visitors	Trap fingers	3	2	6	All lifts are fitted with a sensor preventing closure. School group leaders reminded of responsibility for young people's behaviour. Warning signs and doors covered with film to discourage children leaning on the door.	2	2	4
Glass panes	Visitors	Walk or run into glass	3	2	6	All large glass panels have etching marks to break the panels up in accordance with legislation.	2	2	4
Stained glass windows	Visitors	Glass shattering due to no protective film	1	2	2	The location and positioning of these 2 glass windows reduces the risk of damage / injury occurring. 6 Monthly inspections carried out by museum technicians checking for cracks / damage.	1	2	2
Doors	Visitors	Trap fingers	2	2	4	Schools to ensure pupils are told how to behave when on site. Door hinge protectors installed on high-risk area doors.	1	2	2
Public stairs within galleries	Visitors Staff	Fall Slip	2	3	6	Parental responsibility to ensure no running or playing on the stairs. School information given to ensure behave appropriately while on site. School group leaders agree their responsibility for pupil behaviour at point of entry via sign-in form. All stairs have handrails and are high visibility with a highlighted anti-slip step nosing. Lighting is adequate in each area. No food or drink is allowed in the galleries. Any spillages are cleaned up immediately once reported to our daytime cleaners.	1	3	3
Toilets	Visitors	Slips Fall	3	2	6	Young children to be supervised. All spills to be reported to a staff member immediately. Toilets checked regularly throughout the day by daytime cleaners. All taps fitted with push button taps to prevent overspill.	2	2	4

Exhibits/hands on displays	Visitors	On contact	2	2	4	All exhibits are maintained by the Royal Armouries Technician department. All objects are cared for by the Royal Armouries Conservation department. Exhibits not suitable for hands on are either in cases or behind barriers with notices "do not touch".	1	2	2
Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Objects dropped from heights	Visitors Staff	Hit to the body	3	3	9	Adult supervision of all children under 16. School group leaders agree their responsibility for pupil behaviour at point of entry via sign-in form. On-site security & 24hr CCTV in operation. Staff on patrol.	2	3	6
Small items in shop	Children	Swallow of small part	2	3	6	School party numbers limited into the shop to ensure adequate supervision. School group leaders agree their responsibility for pupil behaviour at point of entry via sign-in form. Young children to be always accompanied by guardian.	1	3	3
Coffee Shops-Food/drinks	Visitors Staff	Slip due to spillages. Collision whilst carrying hot food/liquids	3	2	6	Schools to ensure pupils are told how to behave when on site e.g., no running. Adult supervision of all children under 16. Spillages cleaned up immediately by catering staff.	2	2	4
Handling sessions & education packages	See specific risk assessments.								
Contractor work on site	See specific contractor work assessment. All work is appropriately assessed in accordance to legislation before work proceeds.								
Other specific areas within the museum	See area risk assessment.								

Approved by Health & Safety		
Name	Signature	Date
Cath Shaw		23/09/22