

Fort Nelson Teachers Information Pack

Thank you for booking a visit to Fort Nelson!

We are looking forwards to welcoming your group to the Fort. We hope that the information provided in this Teachers Information Pack will help you plan and prepare for your visit and ensure the day goes as smoothly as possible.

Please do not hesitate to get in contact with the Education Team if you have any questions at all.

education.fn@armouries.org.uk

01329 848 507

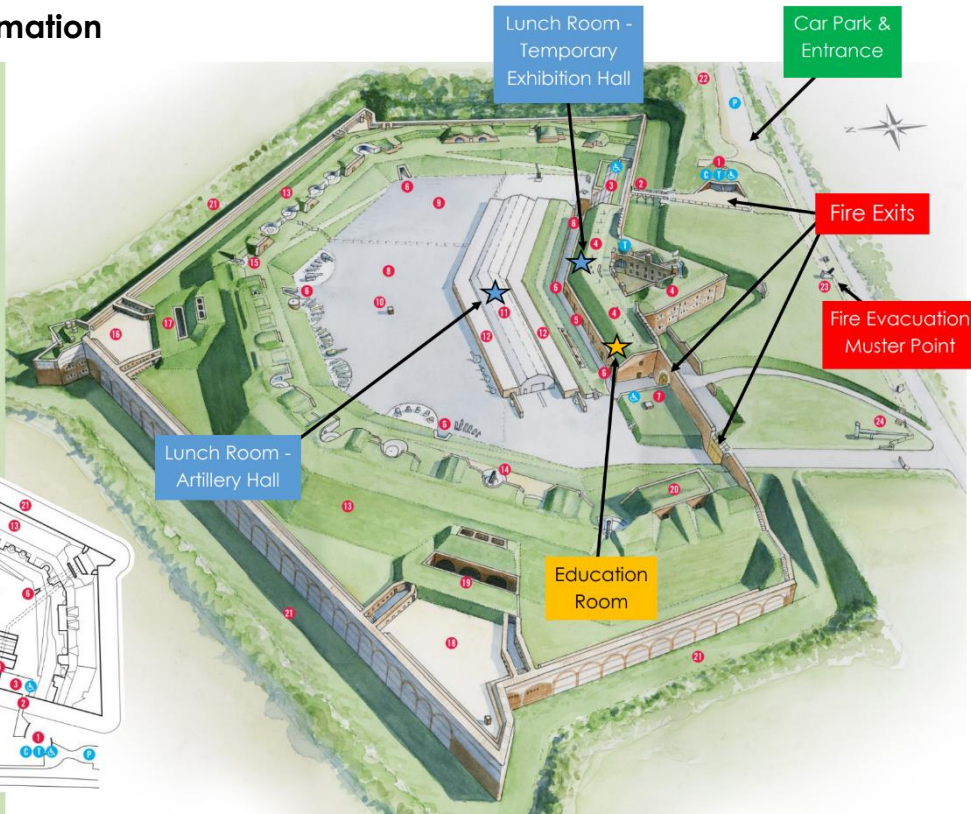
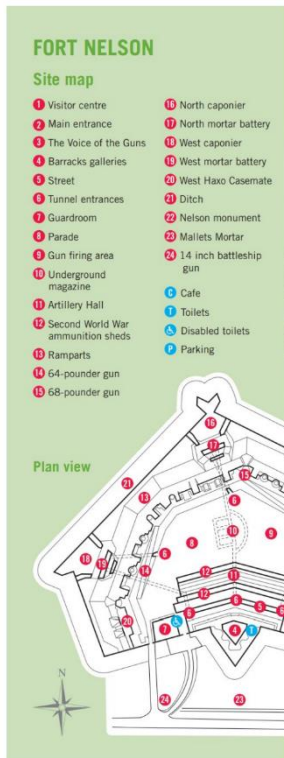
Royal Armouries, Fort Nelson, Portsdown Hill Road,
Fareham, Hampshire, PO17 6AN



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Fort Maps and Information



Cutaway view



Museum Galleries

Voice of the Guns Gallery

The display in this gallery traces the changing face of artillery from the 15th Century to the 20th.

Ground Floor Galleries (East end) – The Story of Fort Nelson

This series of galleries explores the history of Fort Nelson, from the building of the fort to the people who lived and worked here.

Ground Floor Galleries (West end) – The History of Artillery and The Art of Artillery

These galleries contain the original collection of cannon and guns that formed part of the British monarch's Royal Armouries at the Tower of London.

Tunnels

This is one of the main features of the Fort and was originally built to store gunpowder as well as to allow soldiers to cross from one side of the Fort to the other, safe from any aerial bombardment from long range guns.

North Caponier and the Killing Fields

These areas form the main defences of Fort Nelson; designed to keep French invaders from storming the fort from the back of Portsdown Hill. The Fort was intended to prevent any attack on the naval dock yard from the high ground of Portsdown Hill.

Parade Ground

This central open space was originally built as a place for soldiers to parade and practice gun drill with both large and small artillery.

HELPFUL INFORMATION

Before Your Visit

Pre-Visit

We strongly recommend that your group leaders conduct a pre-visit. You are welcome to visit either on a weekday or a weekend. Entrance to the museum is free however please do still notify us in advance of your visit. If you are able to visit during the week we will try to arrange for a member of the Education Department to meet you.

Please email: education.fn@armouries.org.uk to organise a pre-visit.

Timetable

At the point of booking you will receive a timetable for your day which will include timings and workshop locations. Please check this before your visit so you know where you will be located and what to expect. Unless agreed at point of booking, facilitated workshops will end at 14:00, so we would recommend coach pick up at least after 14:15, to allow for toilet visits and to walk to the carpark.

Invoicing

All charged for visits will be invoiced for the number of pupils booked (as stated on the booking confirmation). You can make changes to your booking up to 28 days prior to your visit. The invoice will be sent to the contact information provided once the visit has taken place.

Accessibility

All visitors are welcome to the fort and we want everyone to have a spectacular visit.

When booking a facilitated session, we will ask if you have any physical, learning or behavioural access needs within your group(s). Please ensure that you provide us with any relevant information so that we can ensure all pupils are catered for.

There are two manual wheelchairs available in the museum, allocated on a first come, first served basis. Please ask at the Reception Desk or a member of the Education Team upon arrival if you need to make use of one of these. A lift to the lower level of the museum is located in the Voice of the Guns Gallery. Accessible toilets can be found in the Visitors Centre, and accessible cubicles can be located in the gallery toilets (opposite the lunchroom). Assistance dogs, including seeing-eye, hearing and service dogs are permitted in the museum.

Risk assessments

It is the responsibility of group leaders to complete a full risk assessment prior to visiting but we do provide our own risk assessments to support this process. The General Museum risk assessment can be found at the back of this pack and a separate pack of risk assessments, relevant to your Discovery Day, will be provided with the booking confirmation.

COVID-19

COVID-19 has naturally meant changes to our sessions and museum visits. Our session risk assessments have been adapted to reflect COVID-19 changes. If you have any questions or concerns, please contact: Ruth Nye, Education Officer, ruth.nye@armouries.org.uk

Safeguarding

Our safeguarding policy is available on our website or please ask the team for a copy.

HELPFUL INFORMATION

On the Day of your Visit

Arrival

Our address is: Royal Armouries Museum, Fort Nelson, Portsdown Hill Road, Fareham, P017 6AN.

Free minibus and coach parking is available at the museum. To ensure the safety of your pupils they should only enter the car park with adult supervision.

On arrival, please make your way to the Visitor Centre. If a member of the Education Team is not already there, please inform the welcome staff that you have arrived and someone will be down to meet you shortly. On arrival you will be asked to confirm the number of children and adults you have with you. This is also the opportunity for your group to use the toilet before the start of your day. Your groups will then be given a quick safety briefing before making your way into the museum to start your day.

Late Arrival

If you experience any delays and are likely to be late, please contact us as soon as you can so that we can adapt your day accordingly. Please call the reception desk on 01329 848 532. If you are significantly late for the start of your first session, you run the risk of your session being altered or cancelled completely. It is therefore important that you arrive on time for the start of your first sessions.

Facilities

You are able to store school bags, lunches and coats in your allocated lunch location. We cannot take any responsibility for loss or damage to personal belongings as these locations are not secure. Self-guided groups are required to keep their belongings on their persons.

If the weather is kind you are more than welcome to eat lunch outside on the Parade Ground.

Toilet locations are shown on the Fort Nelson map. If you are going to require use of the toilets before the start of the day, please arrive in plenty of time to allow for this.

If you wish to make use of our shop, please let us know in advance. We ask that you split your class group into smaller groups of around 10 pupils, accompanied by an adult, to purchase any items. You will need to make time for this either during your lunch break or as you leave at the end of the day.

The café in the Visitor Centre will be open for school staff or accompanying adults to purchase any hot or cold drinks. Please only consume these in your lunch venue.

Emergency Evacuation

In the event of an evacuation of the museum, a Museum Assistant will explain the safest and quickest way to exit. In the extremely unlikely event that the site has to be evacuated, everyone should meet at the muster point, Mallet's Mortar, located at the front of the fort.

What to wear?

Our discovery days make use of the whole of the Fort, including indoor and outdoor locations. Please advise children and accompanying adults to dress appropriately for the forecast weather. It can often be quite breezy around the fort, even on a nice summers day, so please bear this in mind.

EDUCATION BOOKING TERMS AND CONDITIONS

Class sizes

To minimise risks in the Education Centre we must apply strict limits to the number of people attending each session. Each session is limited to 35 students, but we can accommodate up to two classes per day.

Payment

Please ensure that you have notified us of the correct number of pupils who will be visiting. An invoice for your visit will be sent to your school and, if you wish to pay by cheque, they should be made payable to the Royal Armouries.

Cancellation

Please note that any cancellations within 28 days prior to your visit will result in a 100% charge for the booking you have made. If you wish to cancel please do so in writing to the following email address: education.fn@armouries.org.uk

Should your cancellation be due to COVID related issues such as a positive test within the pupils or staff, government mandated restrictions etc. you will not be charged for a cancellation at any point. The Royal Armouries is not liable for any additional costs that your organisation has incurred in the pursuit of a visit should the visit need to be cancelled by any party.

Lateness

If you are significantly late for the start of your first session you run the risk of your session being altered or cancelled completely. 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.

Photography and videoing

The use of cameras at the Royal Armouries is welcomed for educational use (no flash please!). However, recording images or sound for any commercial purposes is not permitted.


Changes

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

Behaviour

Group leaders are responsible for the behaviour of all pupils. Pupil should not climb on any of the guns or off the paths on the ramparts; this is for their own safety. Repeated incidents of inappropriate behaviour may lead to the exclusion of your group from the museum.

Risk Assessment

Title: General Museum		Assessment Ref: FN-VS-RISK-0001-16
<p>Activity: Visiting the museum during advertised daytime opening hours</p> <p>Ratio of 1 adult to 10 children required for visiting groups</p> <p>All children under the age of 16 must be accompanied by an adult</p> <p>Signage at the entrance to the site advises visitors of the uneven nature of the site:</p> <p>"Fort Nelson is a scheduled ancient monument and contains areas of uneven ground. Please wear sensible footwear, take extra care in poor weather. Do not climb on the banks – there are steep drops and ground may contain sharp stones."</p> <p>For the purposes of this risk assessment the term staff covers both staff and volunteers</p>		
Location: External and internal site and museum, Fort Nelson		Date Originally Compiled: 17/03/16
Original Author: Lindsay Shepherd (Operations Manager)		Supported by: Nigel Hosier (Head of Operations FN)
Approved by (Manager of dept.): 		Date: 12/01/23
Reviews:		
Review By	Date	Amendments Made
Lindsay Shepherd	05/07/17	Moved assessment onto new form, reviewed and clarified control measures on selected hazards
Lindsay Shepherd	09/04/18	Hazards and control measures updated for revised facilities onsite during Poppies: Wave
Lindsay Shepherd	06/04/19	Hazards and control measures reviewed, references to Poppies Wave event removed

Sam Jinks	19/07/19	Grammatical changes
Lindsay Shepherd	16/04/20	Hazards and control measures reviewed and updated
Lindsay Shepherd	21/07/21	Hazards and control measures reviewed and updated. Covid hazards and controls updated
Lindsay Shepherd	07/03/22	Hazards and control measures reviewed, reference to daily programme removed, hazards split between external and internal areas
Lindsay Shepherd	11/01/23	Hazards and control measures reviewed and updated, exposure to respiratory infections hazards and controls updated. Icy weather hazards and control added

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 / Multiple	10-16 = Very High

Minor injury	Major injury
Treatment usually requiring first aid only	Treatment requiring further medical assistance
Cuts / grazes	Fractures
Bruising	Illness
Bumps	Muscle strains / tears

Hazards to consider

Plant and Equipment Hazards	Materials and Substance Hazards	General Workplace Hazards	Environmental Hazards	Work Method Hazards	Misc Hazards
Trapping	Combustion	Access	Lighting	Manual Handling	Non Employees
Impact	Flammability	Work at Height	Temperature	Repetition	New Employees
Contact	Oxidiser	Obstruction	Ventilation	Posture	Organisation
Entanglement	Explosion	Confined Space	Weather	Housekeeping	Situations
Ejection	Reactive	Stacking & Storage	Biological (insects/waste etc)		Vehicles
Electrical	Corrosive	Slips & Trips			
Pressure	Irritant				
Potential Energy	Sensitizer				
Stability	Carcinogen				
Overload	Toxic/Harmful				
Radiation	Biological				
Noise	Asphyxiates				
Vibration	Dust				
Thermal					

Please be aware that these lists are not exhaustive

Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
External Areas									
Traffic movements within visitor centre car park coaches, cars, contractor/delivery vehicles	Staff Visitors	Road traffic accident	2	4	8	Accessible spaces indicated on hardstanding car park Drop kerb at edge of car park to allow accessible entry on to path at front of visitor centre Pedestrian pathway across hardstanding car park kept clear and without obstruction	1	4	4
Vehicle movement on parade ground	Staff Visitors	Cuts Bumps Bruises Run over	2	3	6	Controlled entry to parade ground 5mph speed signs on display, driver of vehicle informed of this at point of access All movement of vehicles taking place whilst the museum is open is approved in advance by the Duty Manager Duty Manager informed of vehicle access to and exit from site	1	3	3

						Staff to act as a marshal wearing a high vis vest and will accompany the vehicle to cross the parade Vehicle movement for events is risk assessed separately			
Outdoors area, low temperature in winter, high temperature in summer	Staff Visitors	Cold Chills Sunburn Heatstroke Dehydration	3	3	9	Website shows outdoor areas as part of the visitor attraction Kiosk (seasonal) operational for visitors to purchase refreshments Onsite café open all year round for visitors to purchase refreshments Regular breaks for staff in hot and cold conditions with suitable clothing provided for time of year and staff able to get hot / cold drinks Outdoor working risk assessment in place for staff	1	3	3
Contact – stones and flint in grass ramparts and banks	Visitors	Cuts Bruising	4	2	8	Signage placed at entry and around site to warn of hazard, all visitors are required to observe warning signage Rope barriers in place on parade ground to guide visitors to the appropriate pathways for use to access the ramparts/viewing areas Site patrolled as part of museum assistants museum duties, staff to report any concerns to the Duty Manager	2	2	2
Access to non-public areas, roof of mortar battery, ramparts	Staff Visitors	Bruising Cuts Fracture Fall from height	2	4	8	Signage and fencing around site to warn visitors and restrict access to non-public areas Site patrolled as part of museum assistants museum duties, staff to report any concerns to the Duty Manager Staff aware of risks and do not enter the area unless further assessment made	1	4	4
Low lighting levels in tunnel, North Caponier, North Mortar battery Lack of natural light as well as artificial light.	Staff Visitors	Cuts Bruising Fracture	3	3	9	Main tunnel has emergency lighting which is checked annually by external contractor as instructed by site landlords Monthly area checks completed in area with any defects and or hazards reported to the Duty Manager for action In the event of a lighting failure the tunnel will be closed by the Duty Manager Museum assistants carry torches to assist in the event of an evacuation	1	3	3
Ground surfaces around the fort and inside the tunnel	Staff Visitors	Slips Trips Falls	3	2	6	Signage at entry to site to warn of uneven ground and nature of the site Monthly area checks completed in area with any defects and or hazards reported to the Duty Manager for action	2	2	4

						School groups given briefing on required behaviour on arrival			
External walkways and ground surface during icy weather	Staff Visitors	Slips Falls	3	2	6	De-icing procedure is in place for icy weather, areas are gritted by visitor services and checked for condition prior to opening to visitors	2	2	4
Internal Areas									
Automatic glass entry/exit doors (Geze doors) to visitor centre and voice of the guns	Children Vulnerable Adults	Trapping fingers as door slides back into opening	3	2	6	Signage (Automatic doors and Keep Clear) in place on doors installed by contractor in line with manufacturers requirements	2	2	4
Contact – Glass doors and full length windows in gallery	Children Staff Visitors	Bruises	3	2	6	Visual markers stuck on all appropriate doors and windows between 850mm-1000mm from floor level and 1400mm-1600mm above floor level in compliance with building regulations approved document part K	1	2	2
Café – food & drinks	Staff Visitors	Slips due to spillages Collision whilst carrying hot food/liquids	3	2	6	Spillages cleaned up immediately by staff Under 16s supervised by an adult whilst on site School groups given briefing on required behaviour on arrival	2	2	4
Toilets – wet floors/surfaces	Staff Visitors	Slips Falls	3	2	6	Under 16s supervised by an adult whilst on site All spills to be reported and cleaned up immediately Visitor centre toilet taps are fitted with a timed flow to prevent overflow Access to toilets will be closed in the event of a water leak/flood, by the Duty Manager and the fault will be reported for repair on the facilities helpdesk Toilets checked regularly during opening hours by cleaners/staff	2	2	4
Small items in the shop	Children	Swallowing small parts	2	3	6	Schools to supervise groups whilst in the shop Under 16s supervised by an adult whilst on site Staff monitor activity in Shop	1	3	3
Behaviour likely to cause harm to oneself, another, the fabric of the	Children Staff Visitors	Trips Falls Bruises	3	2	6	Under 16s supervised by an adult whilst on site School groups are issued site safety information when booking and a verbal briefing on required behaviour on arrival Museum Assistants monitor behaviour of visitors on site	2	2	4

building or collection									
Contact – collection items on site there is space to move between collection items, items are not all behind barriers	Staff Visitors	Cuts Bumps Bruises	3	2	6	Location/position of collection items agreed between operations and collections staff Monthly area checks completed in area with any defects and or hazards reported to Duty Manager for action Site patrolled as part of museum assistants museum duties, staff to report any concerns to the Duty Manager with area closed/access restricted if unsafe	2	2	4
Contact – Visitors climbing on or playing with exhibits	Children Visitors	Cuts Bumps Bruises	3	2	6	Signage requesting 'Do not climb or sit on the guns' in place Open ends of identified collection items filled in with acrylic panel Collection items have been checked and made safe prior to going in the gallery, potential concerns can be raised by staff to report any required maintenance or additional safety precautions	2	2	4
Lift – malfunction or misuse	Staff Visitors	Panic situation Bruises Cuts Crush Falls	3	3	9	Instruction on use inside the lift Lift fitted with interlocking doors to prevent door being opened when lift is at other floor Lift maintained and safety checked at 6 month intervals via contractors instructed by Hampshire County Council Lift safety checked on an annual basis by an independent insurer Alarm button inside lift to raise awareness with audible alarm which sounds in gallery School groups supervised by teachers whilst on site	2	3	6
Contact – items dropped from upper walkways	Staff Visitors	Cuts Bruises	2	2	4	School groups supervised by teachers whilst on site Under 16s supervised by an adult whilst on site Museum assistants patrol areas on regular basis	1	2	2
Floor surfaces throughout the visitor centre and museum	Staff Visitors	Slips Trips Falls Bumps Bruising Cuts	2	2	4	Routine cleaning completed before museum opening hours Door mats in place inside galleries from external areas and in between automatic doors to reduce transfer of rain/wet from shoes Spillages reported will be cleaned up immediately by staff, and access restricted with barriers or area closed if floors are wet	1	2	2

						Contractors are booked in via the site facilities team work areas will be restricted with barriers or areas closed if access required to under floor spaces Monthly area checks completed in area with any defects and or hazards reported to the Duty Manager for action			
Clearing and locking site	Staff Visitors	Panic situation	2	2	4	Procedure in place to check and clear site of visitors, prior to locking at the end of the museum opening hours Staff trained in opening and closing procedure	1	2	2
Exposure to respiratory infections such as COVID-19, Flu	Staff Visitors	Risk of respiratory infections spreading within the museum	3	2	6	Handwashing and drying facilities are available in visitor and staff toilet areas, these are kept stocked, maintained and are adequate for staff and public numbers Hand sanitiser located in galleries and staff areas Cleaning schedules in place across the whole site, cleaning is completed by contractor cleaners Staff check areas throughout the day and will report to the duty manager if additional cleaning is required			
Gun firings						Separate risk assessments completed for all firings			
Fire						Separate risk assessment in place			
Education sessions						Separate risk assessments for all sessions in place			
Events						Separate risk assessments completed for all events			
Contractor work						Separate risk assessments apply for each activity			