

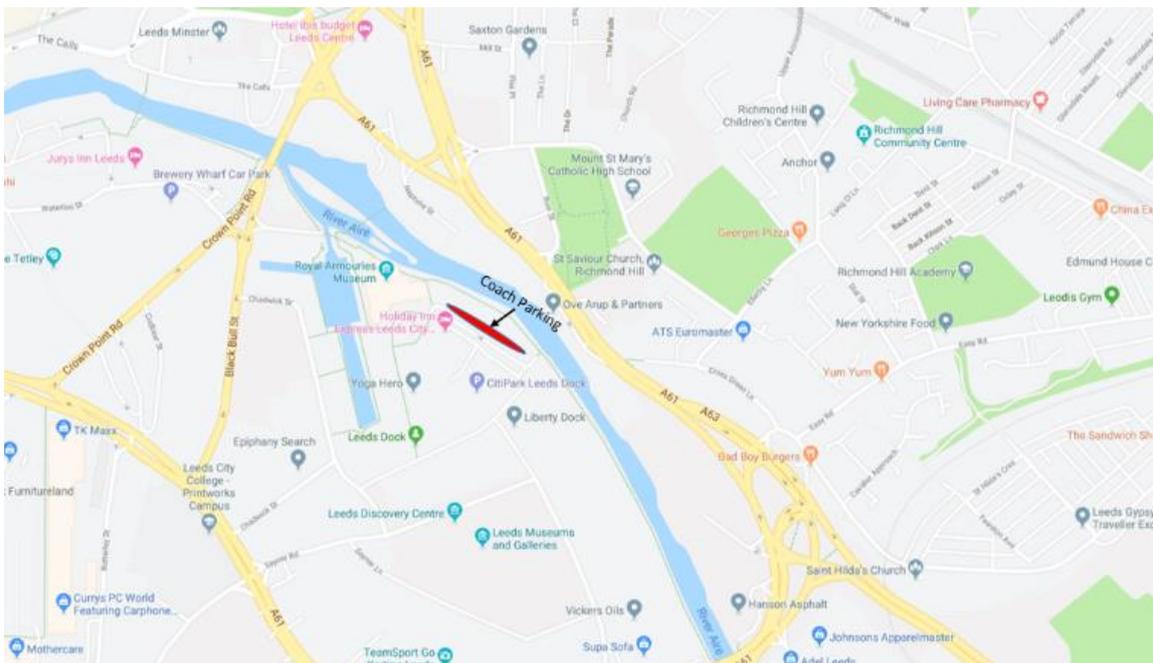
ROYAL ARMOURIES

Education Welcome Pack

Below is some information to answer all the questions we usually get about school visits, but if you still have other questions then please email the Education Officer, Chloe Coleman at educate.leeds@armouries.org.uk

Coach/mini bus Parking

Our address is: **Royal Armouries Museum, Armouries Drive, Leeds, LS10 1LT**



Free coach/mini bus parking is available at the museum and should be booked in advance.

On arrival at the museum please park in the designated coach bays in front of the tiltyard (please refrain from parking in front of the Holiday Inn Express) and collect a pass from our Reception to display in the window of your coach. (Please ensure you have your vehicle registration ready with you on arrival). To

ensure the safety of your pupils they should only enter the coach park under adult supervision.

Arrival at the Museum

On arrival, please report to the front desk to sign in (Facilitated and self-Guided groups) before removing pupils from their transport. 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 numbers and contact information should it be required to contact the group during/after 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. If you wish to attend any talks and/or demonstrations, please arrive with plenty of time.

Lunch Area and Bag Storage

Groups that have facilitated workshops have a reserved lunch space built into their booking. They 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. They will also have a designated set of toilets next to this lunch space in order to minimise risk related to COVID-19.

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 cannot guarantee there will be one.

There will not be a cafe available on the days of your visit. Please be aware that no food or drink is permitted in the Galleries for the protection of the objects.

Workshops

Workshops facilitated by our Education team are an excellent way to enhance learning. A facilitated workshop must be booked in advance. Each workshop can accommodate different levels of students, please just ask! As a general rule of thumb, a facilitated workshop can accommodate 70 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.

Late arrival

If your group is running late, please inform us when you are able on [0113 220 1994](tel:01132201994). 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. Your designated toilets are next to the lunch space on floor 4. Please only use these toilets in order to minimise risk related to COVID-19.

Accessibility

We welcome every visitor through our doors and want everyone to have a spectacular visit. 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. We would ask that you stick to using the designated toilets on the 4th floor, however we recognise this may not be realistic for some persons.

If you have booked a facilitated session, please contact Chloe Coleman 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.

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

Gift Shop and Goody Bags

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.



Please note that the gift shop may not be open to school pupils for browsing.

Costs

Planning anything during the current Covid-19 pandemic is hard, so this term (Autumn 2) we have made your workshop and visit FREE OF CHARGE. If you have to cancel your visit at short notice, that's fine, our usual cancellation terms and conditions will not apply. Equally we may need to alter, postpone or cancel your booking at short notice for reasons beyond our control, for example if our staff test positive, or government guidance changes. In such circumstances 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 of our workshops are tailored to the National Curriculum and can therefore be used back in the classroom. To enhance the impact of our sessions, we have developed some post-visit resources for all of 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.

Good bits to know

- 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. There are designated 'up' and 'down' lifts. Lifts are only to be used by persons who cannot use the stairs.
- Photography is permitted but please no flash! This is for conservation reasons.
- A First Aider is based at the front desk and Chloe Coleman (Education Officer) is also a First Aider.
- In an emergency evacuation, staff will issue instructions on where to go.
- Our safeguarding policy is available on our website or please ask Chloe Coleman on chloe.coleman@armouries.org.uk. Workshop risk assessments are also available via Chloe and will be sent through upon confirmation; however, if you lose them please just ask!
- Guide and Assistance Dogs are welcome.
- COVID-19 has naturally meant changes to our workshops and museum visits. Risk assessments have been conducted for all workshops. If you have any questions or concerns, please contact Chloe Coleman on chloe.coleman@armouries.org.uk.

MUSEUM GUIDELINES FOR TEACHERS & EDUCATION GROUP LEADERS

- Teachers and adult helpers are responsible for student's behaviour whilst visiting the museum.
- 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

- Any accident, regardless of how minor, must be reported to a member of the museum staff. Qualified first aiders are available at all times.
- No running inside the museum premises.
- In the event of a fire evacuation follow the instructions provided by Royal Armouries staff.
- Photographs are permitted within the museum but only with your flash turned off (This is because your flash can damage the objects).
- No food or drink is to be consumed in the museum galleries. Please use the allocated lunch space or picnic area.
- No alcohol is to be consumed in the museum.
- 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.
- 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 note that groups will be invoiced for the number of pupils booked.
- Invoices for facilitated workshops will be sent after the visit has taken place via the email address provided when booking.
- Please wait for our booking confirmation before making travel arrangements.

Changes and Cancellations:

- You can make changes to your booking up to 28 days prior to your visit. This includes date and time changes, pupil numbers, workshop alterations and parking requirements. Please notify us as soon as possible if you have to postpone or cancel a booking so we can release your slots to other groups.
- Any changes made to your booking with less than 28 days' notice, will be subject to a 100% fee.
- 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)
- If you have booked a free pilot session, please also know that any cancellations within 28 days prior to your visit will result in a £130 charge per day to cover staffing costs. Please do this in writing to 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.
- If your group is running late, please inform us when you are able on [0113 220 1994](tel:01132201994) (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.

Risk Assessment

Title: Generic Museum		Assessment Ref: LS-HS-RISK-0001-16 (PREV HS-RA-010-04)
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

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

$$F \quad \times \quad S \quad = \quad R$$

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	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
Coach Park									
Coaches Cars Contractor/ Delivery vehicles	Pedestrians	Road traffic accident	2	4	8	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.	1	4	4
Uneven pathway	Pedestrians	Trip/Fall	3	3	9	Area checked monthly and maintained by Royal Armouries Building Services. Area adequately lit. Alternative route available using level paving surface.	2	3	6
Motorbikes parked on	Pedestrians	Trip/fall	2	3	6	Bikes are clearly visible or easily felt by visually impaired people using a stick for aid.	1	3	3

pedestrian's walkway						Adequate space either side to allow a wheelchair user to get past.			
Alley way between Menagerie & Museum									
Cyclist riding through at speed	Cyclist Pedestrians	Collision	3	3	9	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.	2	3	6
Armouries Square									
Paving throughout all external walk ways in icy weather	Pedestrians	Slip / fall	3	2	6	Area checked daily and gritted by Building Services during icy periods. Adequate gritted walkway are 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	1 2	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 flashing at all times 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.	1	4	4

						<p><u>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:</u> 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. <ul style="list-style-type: none"> ● Blocking any fire exit doors. ● In front of the access bollards. 			
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 at all times 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 at all times by parents/guardians Cannons checked by Conservation for wear/tear.	2	3	6
External back of museum									
Uneven pathway/old style stone work 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
Museum									
Fire			See specific Fire Safety risk assessment.						
Behaviour likely to cause damage/ injury to oneself, another, fabric of building or collection	Visitors Staff	Inappropriate behaviour Fall/Trip Impact from items dropped at height	3	3	9	School groups given H & S Briefing on arrival by Education staff or Visitor Services (self-led). Schools to ensure pupils are told how to behave when on site e.g. no running. School group leaders reminded and agree responsibility for young people's behaviour via sign-in form. Visitor Services to perform regular security checks. Museum Assistants monitor public behaviour on site.	2	3	6
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
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 day time 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
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 in to the shop to ensure adequate supervision. School group leaders agree their responsibility for pupil behaviour at point of entry via sign-in form.	1	3	3

						Young children to be accompanied at all times by guardian.			
Coffee Shops- Food/drinks	Visitors Staff	Slip due to spillages. Collision whilst carrying hot food/liquid s	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		13.06.19						