

- We hope that you will be able to enjoy an interesting and safe visit to the Museum. Inevitably there are hazards in the Museum, however minimal, and all activities are designed with these in mind.
- To assist teachers with planning and their own risk assessments, the following notes have been assembled.

• Hazards

- The principal hazards we have identified in the Museum are trips and slips, stairs, fire.

• Safety Measures / Controls

- All activities are held within a supervised controlled environment.
- Teachers should ensure they comply with their own school guidance regarding the safe adult /child supervision ratios necessary for the children in their care.
- Work areas are cleaned daily.
- Children's bags and coats are stored out of the way to help prevent accidents.
- All electrical equipment has been PAT tested. Any trailing leads will be properly secured and taped as necessary.
- First Aid is available via the Museum's appointed first aiders.
- Emergency exits and routes are well signed.
- No smoking or vaping is permitted within the Museum. Designated smoking areas are clearly signed in the grounds.
- Food and drink are only permitted within the designated areas during times as set out by the Learning Officer. There must be no eating or drinking during activities or whilst working inside the Museum.
- Children must be supervised whilst eating. Teachers and adult helpers are not permitted to leave children alone during lunch and breaks. If a parent has arranged to visit their child at the Museum, please give the Learning Officer details of the parent's name and time of visit in advance.
- Hot drinks for adults are permitted during lunch but must be kept out of reach of children and are at the school's risk. We ask that hot drinks are consumed from disposable cups with lids.
- Children must always be accompanied to the toilet by their teachers.
- Children must not be allowed to walk through the car park or up and down stairs without supervision.
- Children must walk in the museum. Running is not allowed.
- Teachers and accompanying adults must ensure that children do not touch handling objects or activity items unless advised that they can by museum staff or volunteers. This is because many of our items are historic artefacts and need to be handled carefully.
- Some objects in the Museum are on open display. Please respect advisory notices, remembering that these items are artefacts and should be treated with respect.
- The behaviour and discipline of pupils is the responsibility of Group Leaders (teachers/tutors and adult helpers) who remain in loco parentis for the duration of the visit.
- The outside play park has been fully RoSPA checked, but children playing must be supervised by their teachers and any damage reported to museum staff.
- We regret that our soft play area is not appropriate for school bookings due to its small size.
- **Film Show** – The Museum shows a 10-minute film based on the history of attack helicopters in combat. The lights go down in the second hangar with a 2-minute delay before the show starts. If you have a very young group, please be aware that they may find this film quite scary as there are flashes, loud noises and wind effects. We recommend, if possible, that teachers view this film as part of pre-visit. A limited number of ear defenders are available from the Museum Reception if required