



## HEALTH AND SAFETY FOR SCHOOL AND COLLEGE VISITS

### 1. Supervision and behaviour

Teachers and accompanying adults are responsible for the behaviour and general health and safety of their pupils at the Museum. Teachers and accompanying adults should remain with their pupils at all times for their health and safety, and to accompany them in case of evacuation.

Groups must have the correct adult to pupil ratio for the age range of students attending the Museum. The minimum expected ratios of accompanying adults to students (in line with Cornwall Council advice) is as follows:

Years 1 – 3	1 adult to 6 children
Years 4 – 6	1 adult to 10 children
Years 7 onwards	1 adult to 15 children

There may be members of the public in the museum during your visit. If the behaviour of any pupils adversely affects the safety or enjoyment of other visitors, or causes damage to exhibits, they will be asked to leave, accompanied by their teacher. Teachers should brief their pupils about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

- 2. Mobile phones.** Please note that there is **no** mobile phone reception, on any network, at the museum and in the valley. The nearest mobile signal is outside the Minnack Theatre which involves a steep uphill walk. A pay phone is available by the bus stop at the edge of the car park. In emergency you can, of course, use the museum office phones to make a call out. We recommend that any emergency contact procedures, telephone trees etc take this into account. Should your school or college need a contact number to call whilst you are at the museum, they can ring in on **01736 810 592**.

### 3. Fire and evacuation

The fire alarm is a continuous high-pitched siren. Staff will direct visitors to the nearest fire exit and to the assembly point on the lower lawn outside the main museum building. Lifts should not be used. In the event of a fire alarm or power cut, the fire doors in the tunnels will close automatically, but can be pushed open.

At the assembly point teachers should take the register and report any missing persons to the Museum staff who will be wearing high-visibility jackets.

Teachers should brief their pupils and accompanying adults about the evacuation procedure. The Museum has a robust Evacuation Policy with clear responsibilities for Museum staff. This policy is reviewed every six months to ensure that changes in circumstances in the Museum are acted upon.

The Museum holds two evacuation drills each year. New employees are trained in the evacuation process during their induction and all staff must attend Fire Awareness training. The Museum is fully compliant with the Fire Precautions (Workplace) Regulations which means it meets legal requirements. The



Museum's fire-fighting equipment conforms to current regulations and is maintained on an annual basis by an outside licensed contractor.

**4. First aid**

The Museum has trained members of staff able to provide first aid treatment. These staff complete a four-day certificated course provided by St. John Ambulance and approved by the Health & Safety Executive.

For first aid treatment while you are in the Museum you should ask any member of Museum staff. The nearest Accident & Emergency Department is at Royal Cornwall Hospital, Truro - 01872 250 000

**5. Accident reporting and investigation**

A Museum first-aider attending to a casualty must complete an Accident and First Aid Report detailing the circumstances of the incident and any injuries sustained. In addition, accidents are recorded in the Museum's Accident Book. The Director or Commercial and Retail Manager is responsible for investigating any accident involving visitors. If appropriate, accidents may be reported to the Health & Safety Executive.

**6. Museum staff**

No member of staff is allowed to start work within the Museum until all their references have been checked thoroughly. Relevant staff are CRB checked.

Museum staff carry ID cards that include their photograph so that they can be recognised by visitors. Staff working with pupils in the galleries or delivering educational events have relevant experience and/or training to ensure competent and professional interaction with visitors.

**7. Risk assessments and hazard identification**

The Museum's public areas have been designed and are maintained as safe spaces for all our visiting public. Exhibitions and activities are designed with full consideration of risk control measures. Assessments are completed for all new works and activities. Hazards are identified in a daily monitoring programme. They are isolated or rectified immediately.

The Porthcurno Telegraph Museum has in place and maintains insurance cover in respect of Public and Product liability. The limit on these policies is £15,000,000.

**8. Health and safety**

The Museum has written health and safety policy statements and all staff are fully aware of them.

**9. Security**

Unattended bags should be reported to a member of staff. Please do not touch them. Please do not leave valuables in unattended bags at any time.



**10. Disability Discrimination Act**

All the Museum's activities are planned and delivered in compliance with the Disability Discrimination Act (DDA).

**11. Advice**

The Learning Manger is available to give telephone advice to teachers wanting to plan or book a visit, or make changes to a visit itinerary.

For further information about health and safety relating to school visits that is not covered by this document, or to make comments about this document, please contact:

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