

## Health and Safety at the Science Museum

This document gives information about Health and Safety arrangements at the Science Museum to help you write a Risk Assessment for your visit.

### Supervision and behaviour

- The Museum is a public building and adult group leaders must remain with their students at all times to supervise their behaviour, ensure their Health and Safety, and accompany them in the event of an evacuation.
- Groups must have the correct adult-to-student ratio – 1:15 for general visits and either 1:10 or 1:8 for other activities, as specified at the time of booking.
- If the behaviour of anyone in your group adversely affects the safety or enjoyment of other visitors or staff, or causes damage to exhibits, this person maybe asked to leave. Please brief your students about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.

### First aid

- The Museum has trained members of staff able to provide first-aid treatment. Please ask if you require assistance or call **020 7942 4444**.
- There are two fully equipped, fully accessible first-aid rooms on the ground floor, to the front and rear of the Museum.
- The nearest accident and emergency department is at Chelsea and Westminster Hospital, tel. **020 8746 8000**.
- All first-aid incidents are recorded.
- Changing facilities for students with disabilities are available. Please contact us for further information.

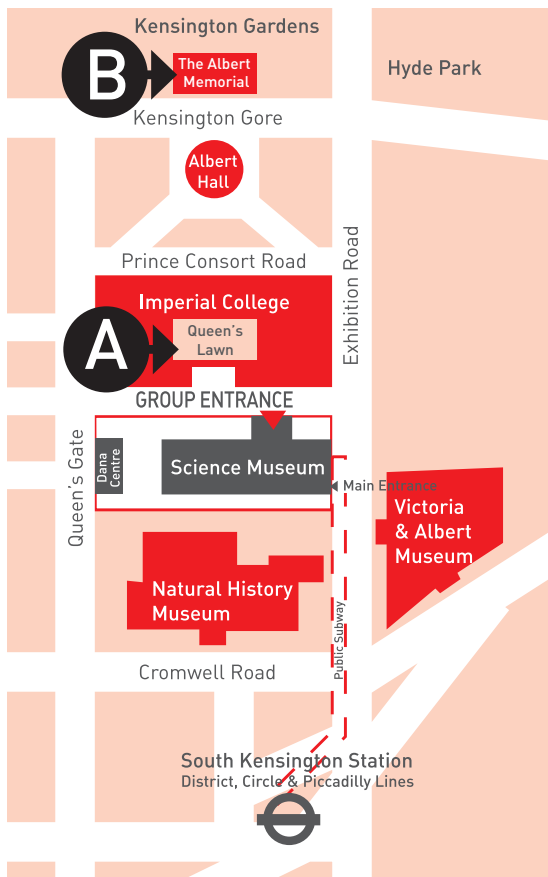
### Insurance cover

- NMSI (as the parent organisation for the Science Museum) has in place and maintains insurance cover in respect of public and product liability. A copy of the Insurance Cover Note is available on request.



## Fire and evacuation

- The Museum has a robust Evacuation Policy with well-rehearsed procedures that ensure visitors can safely and quickly exit the premises.
- Announcements over the public-address system will alert you to an evacuation.
- Lead your group out of the Museum as quickly as possible – please do not stop to take the register until you reach the assembly point. Fire exits are clearly signposted. Lifts should not be used.
- The assembly point is the Queen's Lawn, Imperial College (marked 'A' on the map below). At the assembly point you should take the register and report any missing persons to Museum staff wearing high-visibility jackets.
- If the Queen's Lawn is not deemed safe for any reason, Museum staff will direct you and your group to the secondary assembly point at The Albert Memorial in Kensington Gardens (marked 'B' on the map below).



## Museum staff

- All Science Museum staff in direct contact with students have been checked through the Criminal Record Bureau (CRB).
- Staff in the hands-on galleries or delivering educational events have relevant experience and training.

## Health and Safety

- The Museum (as part of NMSI) has written Health and Safety policy statements.
- All staff attend mandatory Health and Safety training courses.
- The Museum is subject to an annual independent audit to ensure that Health and Safety standards are maintained.
- The Museum's public areas have been designed and are maintained as safe spaces for all our visitors.
- Exhibitions and activities are designed with full consideration of risk control measures. Assessments are completed for all new works and activities.
- Daily safety checks are carried out on all galleries. Hazards are isolated or rectified immediately.

## Advice

We are happy to advise group leaders who are planning or booking a visit, or making changes to a visit itinerary. Please call the Education Booking Office on **020 7942 4777**. During term time the office is open between 08.45 and 17.00 on Mondays to Thursdays and between 08.45 and 15.00 on Fridays. Hours may vary during holiday periods.

Education Booking Office  
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Tel. 020 7942 4777  
E-mail [edbookings@sciencemuseum.org.uk](mailto:edbookings@sciencemuseum.org.uk)

