

Health and Safety Information for School Visits at Bletchley Park Museum

Introduction

This document will give you details regarding the Health and Safety arrangements that are in place for the Education Department at Bletchley Park Museum. Site safety rules for Bletchley Park visitors also apply. For further information about Health and Safety that may not be covered below relating to school visits, or to make any comments on this document, please contact:

The Education Department
Bletchley Park Museum
The Mansion
Sherwood Drive
Bletchley
Buckinghamshire
MK3 6EB

Tel: 01908 272664
Fax: 01908 274381

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Adult: Child ratio

Teachers (and other responsible accompanying adults) remain responsible for the general health and safety of children as at school. Teachers (or other adult supervisors) should remain with their groups at all times for their health and safety and to accompany them in the case of an evacuation. The required minimum ratio of adults to children is 1:10. We allow free entry to one adult with every five children, so you may wish to decrease your ratio.

First Aid arrangements

The Museum has trained members of staff to administer First Aid. Each trained member of staff undergoes a four day certified course. The museum has numerous regularly checked First Aid Kits. To contact a First Aider you should approach a member of staff or volunteer, who are identifiable by their coloured badges. The nearest A and E department is at Milton Keynes General. Tel: 01908 660033

Insurance Cover

Bletchley Park Museum maintains insurance cover for Public and Product liability. The limit on the policies is £10,000,000

Risk Assessments and Hazard Liability

The Museum and Historic site are designed and managed to be as safe as possible for visitors and staff. The historic site contains elements such as a lake and combined roads and footways, for which additional care is required.

Activities for schools are designed with full consideration of any risks, and these are controlled. Assessments are completed for all new activities. Hazards are identified in a monitoring programme and counter measures taken as appropriate.

Accident reporting and Investigation

Should a First Aider attend to a casualty, they are required to complete an Accident Report detailing the circumstances of the incident and any injuries sustained. If required these details are reported to the Health and Safety executive through the RIDDOR system (Reporting of Injuries and Diseases, Dangerous Occurrences Regulations). Any "near miss" accidents should also be reported to a staff member so that measures to prevent similar, more serious occurrences may be taken.

Fire and Evacuation

Group leaders should ensure that each adult is briefed with a plan of action if evacuation is necessary. The museum has an Emergency Evacuation Policy, and members of museum staff are appointed as marshals for such an event. Fire alarms are fitted in all areas of the museum. Evacuation procedures and assembly points are clearly displayed in each part of the museum.

Vetting of employees

The museum carries out CRB checks on its staff and volunteers.

General Information Concerning Educational Visits.

Teachers/group leaders are responsible for the general health and safety of the students in their party, as they would be at school/college. Adults must remain with groups at all times, for their general health and safety and to accompany them in the event of an evacuation.

Please ensure all teachers/group leaders are briefed with a plan of action in case of an evacuation, or in the event of someone becoming separated from the group.

Any group, who have booked via the Education department at Bletchley Park, without adult supervision will be asked to remain in one designated area until they are joined by a group leader. This applies to students of all ages.

If the behaviour of any student/adult in a group adversely affects the safety or enjoyment of other visitors to the museum, they will be asked to leave accompanied by their teacher/group leader.

All Education Visitors are required to wear a label during their visit in order to identify them as such.

We suggest that for Health and Safety reasons, students remain in the grounds of the park for the entire duration of the visit, including lunch. However, group leaders who allow students to leave the park for any reason, should escort them to the exit and retrieve them on their return, in order that they are not unaccompanied on the park, or on leaving the park.