

School Visit Safety & Risk Assessment Information

Please ensure there is one copy for each leader and helper.



Bristol

- **Please note: This document does not constitute a Risk Assessment.**

Free teacher planning visits offer an ideal opportunity to complete a risk assessment, just bring a letter from your school and visit us anytime. For supporting materials visit www.teachernet.gov.uk/visits

- In order to ensure the quality and safety of visits to the site, **@ Bristol** has a full set of codes and guidelines covering all aspects of the business and including:
 - Health and Safety Policy
 - Risk Assessment Policy, procedure and schedule
 - First Aid procedures
 - Lost children/child protection procedures
- The supervision, welfare and behaviour of the visiting groups are the responsibility of the school group leader. They are to maintain this role at all times, including during workshops and shows. Please see our **Code of Conduct (overleaf)** to ensure everybody enjoys a safe and productive visit to **@ Bristol**.
- Ratio of students to adult supervisors should be no more than 10 students to 1 adult for Key Stage 2, 3 and 4. This ratio is reduced to 5 students to 1 adult for Key Stage 1 or Pre-school visits. For visiting students with additional needs, we ask the group leader to identify a suitable ratio or supporting adults and inform **@ Bristol** prior to arriving.
- All of the buildings and exhibits within **@ Bristol** have been fully risk assessed. Risk assessments are monitored and regularly re-assessed.
- All activities, events and workshops run by **@ Bristol** are risk assessed on an individual basis. When booking your visit, please inform us if there are any students in your group with additional needs to help us meet these needs.
- Some activities or exhibits may include the use of allergens or pyrotechnic displays. Please make us aware of any member of your party with any susceptible conditions (eg. epilepsy)
- Fire equipment is checked daily as part of the operational checklist and fire alarms and evacuation procedures are tested regularly.
- There is a first-aid room available within **@ Bristol** and first-aid trained staff are always available. Any incidents are recorded in an accident log. There is a Duty Manager available to deal with any emergency on a daily basis, contactable via the Information Desk.
- Lost children will be looked after at the Information desk until they are collected.
- Environmental controls are in place to control temperature and humidity in **@ Bristol** and all water areas are bromine treated.
- The **@ Bristol** site is protected by 24 hour CCTV and security.
- Key safety points are covered in briefings for schools at the beginning of their visit.
- If there is any issue or concern not covered within the above statement, please contact the Duty Manager on the day of your visit or contact **@ Bristol** on 0845 345 3344 to discuss further.

Code of Conduct for visiting school groups

Please ensure this is shared with your students



In order that everybody has an enjoyable and safe visit to **@Bristol**, we ask schools and educational groups to ensure that their students follow the simple Code of Conduct.

• **Students remain the responsibility of school staff and accompanying adults at all times. It is important not to leave students unaccompanied in the exhibition spaces of @Bristol.**

- Please remind students that **@Bristol** is a public attraction and other visitors on-site must be treated with respect and courtesy.
- There may be times when school groups share the Planetarium or school shows with other visiting groups or members of the public. **@Bristol** staff ask for the support of teachers to ensure excellent behaviour during these shows to ensure all audiences enjoy the experience.
- The **@Bristol** team are easily identifiable in red t-shirts. They are here to help you make the most of your day. As well as supporting school staff, they are trained to engage your students with the exhibits and help them get the most from their visit. Students are asked to treat **@Bristol** team with respect and to listen carefully to any instructions they give.
- The level of noise generated by the group must be within acceptable levels so as not to disturb other visitors.
- Lunch spaces should be kept clean and tidy after use as they are often within public areas of **@Bristol**.
- School groups are requested not to use lifts unless students have access needs.
- Students are to take care of themselves and others when moving around in **@Bristol** so we ask there is no running inside.
- We endeavour to keep our exhibits in good condition and working order by investing a great deal of time and money into their maintenance. Please support us in ensuring everyone's enjoyment by treating exhibits respectfully and if you need help using them, just ask!
- Our workshops are led by fully trained staff and we respectfully ask that school staff and accompanying adults remain in workshops to support the smooth running of activities.

@Bristol reserves the right to ask schools whose pupils are being seriously disruptive to leave the site.