**RISK ASSESSMENT ADVICE FOR TEACHERS**

The following information is to help you prepare a risk assessment for your school’s visit to the Household Cavalry Museum.

**Planning visits**

We strongly recommend that you make a site visit before you bring your group so that you can assess potential hazards for yourself, both in the museum and on your journey to us. However, if this is not possible, please use this as a guide for your planning.

**Exploring our galleries**

These are maintained as safe places for visitors, however, because of the age of the building there are some uneven cobbled stone floors. Slipping, tripping and light injury can occur (rarely) and visitors are expected to take reasonable care when moving through the galleries.

**Our activities for schools**

All children’s museum activities have been designed and managed to remove or minimise hazards and with consideration of all risks involved. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place.

**Handling equipment**

This would normally be carried out under supervision from trained museum volunteers or staff. Any object found in a handling collection will be safe for visitors to touch. Some items may be heavy so pupils will need to follow instructions carefully.

**First Aid**

First aid is the ultimate responsibility of the school staff, however in the event of an incident needing medical attention, some members of the team are First Aid trained and can be called to the assistance of anyone requiring help.

F**ire Evacuation**

We have a fully tested evacuation procedure in place for fire or other emergencies. In the case of evacuation, if the museum alarms sound all visitors and staff must leave immediately by the nearest available emergency exit.

Museum staff will assist groups to vacate the building and lead those to the museum muster point on Horse Guards Parade.

**Health and Safety**

We have a written health and safety policy and all staff have received health and safety training.

**Supervision**

Accompanying teachers and supervising adults are expected to remain with their groups throughout the visit and are responsible for the health and safety of visiting pupils as they would be at school.

Early years and under 5s classes must provide 1:2

Special Schools must provide 1:4

Primary Schools must provide 1:5
Secondary schools must provide 1:15

**Further advice**

If you need any more information to help you prepare your risk assessment, or would like to meet the Education Officer, Nicola Ayrton when you are planning a visit please email education@householdcavalry.co.uk

**Museum floor plan**

If you are unable to carry out a site visit before please make use of the floor plan displayed below.

Alternatively, use our online 3D virtual walk through by following the link below:

http://www.householdcavalrymuseum.co.uk/events-paid-events/private-events/

