



THINKTANK SCHOOL VISIT RISK ASSESSMENT INFORMATION

The following general safety measures have been put in place

- Itinerary issued prior to visit and confirmed on arrival by Thinktank staff
- Group briefing given on arrival detailing layout of museum
- School staff and team leaders are responsible for children at all times
- Ratio of children to adult supervisors should be no more than 10 children to 1 adult and at Key stage 1, 6 children to 1 adult
- Each group should have an appointed team leader (either a member of staff or responsible adult)
- All staff should carry a list of the children in their group
- A team of Gallery Enablers and Security staff are on site at all times and are trained in first aid and in the emergency procedures
- Fully equipped first aid room on site
- Full fire/bomb alert evacuation and alarm system in place with evacuation procedures and appointed Thinktank Fire Marshalls
- A code of conduct for pupils is issued to all teachers and re-iterated on arrival
- A minimum of 3 adults is required to assist in the supervision of the activities during workshops or shows

Thinktank strongly recommends that teachers make a preliminary visit and free admission is available to teachers bringing proof of teacher status.

Pupil Code of Conduct

In order that everybody has an enjoyable and safe visit to Thinktank we ask that schools ensure that their pupils follow the simple code of conduct below

- Please do not run in the museum
- Please do not eat or drink in the galleries other than in the designated areas
- Groups are requested not to use the lifts unless students have mobility difficulties
- Pupils under the age of 16 should be supervised at all times
- Please do not climb on exhibits
- Please treat other visitors with respect
- School groups are discouraged from using the lifts

Thinktank reserves the right to ask schools whose pupils are being seriously disruptive to leave the museum.

Specific Risks

Slips and trips on stairs, low risk

Pupils to be supervised at all times

Code of conduct issued to schools

Public areas cleaned and checked regularly by Thinktank staff

Non slip flooring and handrails in place



Use of escalators, low risk

Pupils to be supervised at all times

Escalators regularly maintained

If users are not confident on a moving escalator they can be stopped and groups escorted up or down them

Finger traps in lift, low risk

Pupils to be supervised at all times

School groups discouraged from using lifts

Warning message floors closing played

Appropriate signage in place in lifts

Lifts alarms in place

Groups requested not to use lift except in the case of mobility difficulties

Contact or damage to exhibits, low and medium risk

Pupil code of conduct agreed with schools

Barriers in place to ensure visitors are at least 1.5 metres away from working machinery

Pupils supervised at all times

Exhibit specific risk assessments in place

Lost children on site, low risk, medium on busy days

Galleries staffed by Enablers

Lost child procedure in place

School staff to carry list of children in their group

Contact with hazardous chemicals, gases or hot surfaces in science shows or workshops, low risk

Children to be supervised at all times

Workshops led by trained Thinktank staff only

Children to be kept at safe distance from chemicals, gases and hot surfaces

Safety briefing given at beginning of each session

Workshops and shows risk assessed for all activities

Bumps into glass doors and windows, low risk

Glass etched with patterns to make visible. Pupils supervised at all times

Smoke inhalation in science shows, low risk

Demonstrations to be completed at distance of no less than 2.5 metres away from children

Safety briefing issued at beginning of session

Epilepsy induced by flickering lights, low risk

Signage indicating galleries with flickering lights in place

Information on exhibits which may trigger flicker sensitive epilepsy available to teachers prior to visit

Trips/ slips in Toilets, misbehaviour, getting locked in, low risk

Schoolchildren should be supervised by group leaders when using toilets

Toilets cleaned and inspected regularly by Thinktank staff

Procedures in place for cleaning spillages

Toilets can be accessed from outside by staff if children locked in

Pupil code of conduct agreed with school

Theft, damage to stock on shop, low risk

Pupil code of conduct agreed with schools

Prior booking required to enter the shop