

Information for School Visits: Museum of East Dorset



School Visit Checklist

2020/21

To ensure the smooth running and enjoyment of your visit, please ensure you have:

- Checked that all the booking form information is correct, including loans box information on side 2.
- Arranged a pre-visit.
- Carefully read through this booking pack information including procedures for Health and Safety, safeguarding, accessibility, facilities and general visit details.
- Familiarised yourself and your helpers with group rotations, storage, snack, lunch and eating arrangements.
- Ensured there is at least one adult per five children.
- Familiarised yourself with session activities.
- Bought/arranged ingredients and/or equipment as outlined in the session information sheets.

If for any unforeseen reason, on the day of your school visit, we do not have enough learning assistants available to direct the agreed sessions, we will provide you with the resources to self-direct a suitable alternative.

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1.0 Visit Information

Please read the following notes carefully, they will help you plan and enjoy your visit to the Museum.

1.1 Pre-Visit

If teaching staff have not been to the museum before, a pre-visit is essential. Those who have visited before may also find a pre-visit useful to re-familiarise themselves with the museum and identify new features and exhibitions. Please phone or email to arrange a date and time.

1.2 Class Size and Groups

The maximum number of children per visit is **35**. Space in the museum is limited and the quality of the visit may deteriorate for pupils if numbers exceed this figure. This also ensures that all pupils have an equal chance to take part in the hands-on activities.

Please ensure there is at least one adult for every five children (or a minimum of at least one adult per activity group) for the visit. If this is likely to be a problem, please contact the museum immediately. Many school groups find having one adult per group and at least one 'floating' member of staff beneficial.

Please ensure you have divided the children into the correct number of groups before the visit, and the accompanying adults are familiar with their activity rotation, as outlined on the booking form. It is useful for each adult to have a copy of the rotation sheet on the day to ensure they know the format of the day and their group rotation.

1.3 Supervision

The Children Act of 1991. From the Act it is understood that, where visiting groups are led by their own teaching staff, school assistants or parents' groups, the obligation of the Act lies with the school rather than the site visited. It is taken by the Museum of East Dorset that this is the case with all school parties visiting the museum.

Please remember that children must be supervised at all times during their visit to the museum, including activity sessions, break and lunch time. The school is responsible for all the children at all times. We would be grateful if accompanying adults could turn off their mobile phones unless they are for emergency use.

1.4 Costume and dress

We encourage children and adults to wear suitable costumes for their sessions, as it can really enhance the experience of the visit.

1.5 Risk Assessment

A copy of our latest risk assessments can be found at the back of this document.

1.6 Fire Procedure

There will **not** be a fire practice during your visit.

On discovering a fire

- Operate the nearest fire alarm call point
- Follow the procedure below

Upon hearing the alarm (visitors, behind the scenes volunteers)

- Leave the building by the safest exit
 - **Do not use the lifts**
 - Go to the assembly point
 - The assembly point is the signpost on the corner of Minster Green if exiting on to the High Street
 - The assembly point is the hard-standing area outside the entrance to Wimborne Library if exiting through the garden gate off the tearoom patio or from the tearoom
 - Access to Wimborne Library must be maintained during library opening hours. Designated fire marshals will prevent traffic entering Crown Mead and direct people to an overspill area if needed
 - Do **not** stop to collect personal belongings
 - Any delay in evacuating may cause severe injuries or fatalities
 - The alarm receiving centre that detects the activation of the fire alarm will telephone for confirmation that there is an incident and not a false alarm
 - Only trained staff should use fire extinguishers
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- People at these assembly points should remain there until a roll call has been made or until re-directed by the Fire Brigade, a member of Museum staff or nominee. **DO NOT return to the building until cleared to do so.**

1.7 Photography and Filming

You are permitted to take general shots of school groups at work. Close up shots of individual objects are not permitted for reasons of security and copyright. Video cameras are not allowed. We occasionally like to have photographs of groups at work in the museum for our own records and publicity, if schools and parents are happy for us to do so. A photography permission form is attached and we would be grateful if you could complete this and hand it in on the day of your visit.

1.8 Safeguarding

Schools must ensure that every group is supervised by at least one member of teaching staff, assistant or parent at all times; if this is not possible, arrangements should be made with the museum staff to put groups together.

Name Labels

Learning Assistants find it useful to have children's names visible; however, we are aware of the child protection issues involved in this and leave it to the individual school policy. Some schools find distributing name labels to children once they are in the museum and removing them before departure is acceptable. While Covid-19 guidelines are in place, school children will have exclusive use of the museum.

1.9 Accessibility

The museum, garden and Hilda Coles Learning Room is fully accessible for wheelchair users. There is a lift to the first floor which two people are allowed to use at any one time.

1.10 Children with Special Needs

We welcome and include all groups and individuals to the museum. If you have children in your group with special needs, please inform museum staff on booking, and we will discuss suitable and appropriate arrangements.

It is helpful for our Learning Assistants to know beforehand if they can adapt materials to suit individuals and groups.

1.11 First Aid

Teaching staff from each school are responsible for First Aid. There are also qualified First Aiders and equipment on the premises.

1.12 Staying for Lunch

We have tables and chairs in the Learning room suitable for eating snacks and lunches. Please let us know on booking whether you will be staying for lunch.

If the learning room is not available on the day of your visit we will let you know at the time of booking.

We do not have facilities for disposing of large quantities of rubbish so we would be grateful if you could bring a bin bag to collect and take away your rubbish.

Refreshments

We have a tearoom where drinks may be purchased at a discounted rate for accompanying adults.

1.13 Facilities

Toilets

There are toilets and hand washing facilities on the ground floor of the museum and in the Hilda Coles Learning Centre, where there are also facilities suitable for wheelchair users.

The Hilda Coles Learning Centre

The Learning Centre room will be available for use during your visit. Any belongings, lunches and snacks can be left in the room whilst you are in the museum. However, we suggest you keep valuables with you. Tables and chairs will be available for you and the children to use at break and lunchtime.

The Garden

The children are most welcome to enjoy the museum's garden but must be supervised at all times and be made aware that great care should be taken to ensure no damage occurs. For Health and Safety reasons, we encourage walking rather than running in the garden. There is a covered pond in the garden and gated access to the river. These areas should be supervised by yourselves when the children are in the garden.

Storage

We have limited storage facilities and it would help if classes could bring as little as possible or leave non-essential items at school or on the coach.

Shop

A shop is located in the Information Centre at the entrance to the museum. Small pocket money items can be purchased as well as larger items. Please let us know if your school will be using the shop.



Parking

The museum does not have a car or coach park and schools are responsible for their own car parking arrangements. There are a number of car parks in Wimborne all within easy walking distance of the museum. The nearest car park is entered at King Street (Postcode for Sat Nav: BH21 1EA) and coach park is at Allenvie Road. (Postcode for Sat Nav: BH21 1AU)

1.14 Charges and Booking

All visits must be pre-booked. There is a £50.00 minimum charge. A deposit of £50 will also be requested when the booking confirmation is sent, to secure the booking. A final invoice will be sent after the visit has taken place. There will also be a £50 cancellation charge if the booking is cancelled less than 2 weeks before the visit is due to take place.

School sessions are charged at £4.00 per child and all accompanying adults are free.

1.15 Loans Boxes

Loans boxes based on the session topics are free of charge (when available) for a fortnight to those schools who book a visit to the museum. If you would like to book the boxes, please contact the Learning Officer.

2.0 Kitchen Activities /Ingredients List

The following are ingredients which you will need to bring for your kitchen activity. Quantities are per school visit per day. Please be advised that the learning assistants allow measuring and weighing to form part of the activity so exact amounts do not need to be measured. These are simply guidelines as to a minimum amount to bring. If you have difficulty in sourcing any of the ingredients, please contact the Learning Officer who will attempt to buy the ingredients on your behalf, the cost of which will be added to the final invoice. Please note, while Covid-19 restrictions are in place, cookery sessions will not take place.

2.1 Roman Kitchen

Ingredients for Roman cookery: Measurements approximate for a group of 30 – 400g of soft cheese (Philadelphia), 250g dried apricots, 125g sultanas, 4 large naan bread (6), 1 litre long life apple juice, bag of plain flour, 225g ricotta cheese, 1 egg, bay leaves, 120g clear honey.

2.2 Victorian Kitchen

Ingredients for the Victorian Kitchen session: 4 lemons, half a box of sugar lumps, a large unsliced loaf of bread – slightly stale please as it toasts better, ½lb butter, large bag of self - raising flour, pint skimmed milk.

2.3 Christmas Kitchen

Ingredients - Christmas biscuits: 1.5kg Bag of Plain Flour, 2 eggs, pint of milk, ½lb of butter, 4oz Chocolate chips, 4oz of caster sugar.

2.4 Gingerbread Kitchen

Ingredients – Gingerbread Men: 1.5kg Bag of plain flour; 230g butter; 350g soft brown sugar; tin golden syrup; 2 eggs

2.5 World War Two Kitchen

War time cookery ingredients: 1 pot of **thoroughly cooked** parsnips (that's approx. 2 boiled medium parsnips and they need to be easy to mash); 1 small packet of cream crackers or melba toasts; 1 tin of Spam; 400g of dolly mixtures for children to weigh out (approx. 1/2oz each).

3.0 Photography Consent Form

Please complete and hand in on the day of your visit.

Name of Teacher/contact:

Name of School:

Address:

Date/s of visit:

I give permission for the Museum of East Dorset to use images taken at this visit for the following purposes:

Publicity leaflet

Press Release

Museum Newsletter

Museum Newsletter

Social Media

Signed: _____

Date: _____

Any photographs taken will be stored securely in the Museum and kept for a maximum of five years

4.0 Risk Assessments

WORK ACTIVITY: School visits

S = Severity **L** = Likelihood **R** =Rate

Hazard	Persons at Risk	Before			Control Measures	After		
		S	L	R		S	L	R
<i>Ironmongers:</i>								
Heavy objects (e.g. irons)	School, volunteer	2/ 3	2	6	Volunteer training, supervision and verbal warning	2/3	1	3
Mincing objects	School, volunteer	2/ 3	2	6	Volunteer training, supervision and verbal warning	2/3	1	3
Sharp corners	School, volunteer	1	2	2	Supervision	1	1	1
Area open to public and road	School	4	2	8	Increased supervision, DBS checks on volunteers	4	1	4
<i>Kitchen: Roman, Victorian, Gingerbread, WW2</i>								
Range (splinters)	School, volunteer	1	3	3	Supervision	1	2	2
Range (burns)	School, volunteer	3	3	9	Specialist volunteer training, supervision and verbal warning, fire guard, cold water	3	2	6

Toys								
<i>Object handling:</i>								
Pushchair (trapped fingers)	School, volunteer	2	2	4	Volunteer training, supervision	2	1	2
Heavy objects (e.g. moneybox)	School, volunteer	2/ 3	2	6	Volunteer training, supervision and verbal warning	2/3	1	3
Romans								
<i>Archaeology dig:</i>								
Broken pot	School, volunteer	2	2	4	Volunteer training, supervision and verbal warning	2	1	2
<i>Object Handling:</i> <i>Heavy & Sharp objects</i>	School, Volunteer	2	2	4	Volunteer training, supervision and verbal warning	2	1	2
World War Two								
<i>Object handling:</i>								
Gas masks	School, volunteer	3	2	6	Volunteer training, supervision, gas masks must not be worn, investigate method of sealing	3	1	3
Television	Volunteer	4	2	8	PAT testing	4	1	4

GENERAL RISK ASSESSMENT

Hazard	Persons at risk	Before			Control measures	After			Actions
		S	L	R		S	L	R	
Slips, trips and falls (uneven or slippery car park, garden path, internal floors; staircases; trailing leads; incorrect storage of equipment; OLC external staircase)	All users	2	2	4	<ul style="list-style-type: none"> • Car park surface maintained. • Adequate lighting provided. • Spillages cleared immediately and staff/volunteers know where equipment is kept. • Wet floor warning signs used. • Mats at appropriate entrances. • Handrails and anti-slip colour contrast stair nosings where appropriate. • Corridors and fire exit routes kept clear. • Deliveries stored immediately. • No exposed trailing leads. • Supply of salt maintained in winter months. • Signage used where necessary. • Floors and outside surfaces regularly inspected for deterioration (loose carpet fibres and grips, paving slabs, handrails etc.) and repair where necessary. • Staff/volunteers who regularly carry loads trained. 	2	1	2	<ul style="list-style-type: none"> • Provide accessible store for equipment to clean spillages and tell the staff/volunteers. • Regular reminders for all staff/volunteers on storage of equipment. • Regular inspection of floors and outside surfaces every three months. • Training for staff/volunteers carrying loads.
Low doorways	All users	2	3	6	<ul style="list-style-type: none"> • Warning signs clearly displayed. 	2	2	4	

Falling objects and sharp corners on display cabinets	All users	3	2	6	<ul style="list-style-type: none"> • Heavy objects kept out of the reach of children and/or the area supervised. • Heavy items kept at low level where possible and staff/volunteers made aware of this. • Shelves and displays properly secured and regularly checked each week. • Sharp corners protected where appropriate. 	3	1	3	<ul style="list-style-type: none"> • Move heavy items/boxes to lower shelves. • Regular inspection of shelves every week.
Garden pond and river	All users	4	2	8	<ul style="list-style-type: none"> • Steel cover always in place over the pond. • River fenced off. • Verbal warning given to visiting groups. 	4	1	4	
Burns and scolds (kitchen range, tearoom water urn)	All users	3	3	9	<ul style="list-style-type: none"> • Staff/volunteers know how to light/tend the range safely. • Kitchen range area supervised and/or a fire guard put in place. • Staff/volunteers know how to operate the water urn safely. 	3	2	6	

Fire	All users	4	2	8	<ul style="list-style-type: none"> • Fire risk assessment completed and regularly updated. • Actions identified by the fire risk assessment implemented. • Appropriate fire detection, containment and warning systems installed and regularly tested. • Fire evacuation procedure in place and regularly tested. • Fire drills conducted at least once a year. • Fire exit doors and routes are not obstructed. • Staff/volunteers trained on how to implement the fire evacuation procedure. • Signing in/out book for staff/volunteers and appointments. • Notices telling visitors what to do in the event of a fire clearly displayed. 	4	1	4	
Vehicle movement	Pedestrians	4	2	8	<ul style="list-style-type: none"> • Entrance/exit to car park clearly visible. • Where possible deliveries, collections etc. will take place at the beginning or end of the day. 	4	1	4	<ul style="list-style-type: none"> • Look at delivery times.
Working at height (changing light bulbs, cleaning, gardening, storage)	Staff/ volunteers	4	3	12	<ul style="list-style-type: none"> • BS EN 131 compliant stepladders stored and accessible. • Staff/volunteers know how to use a stepladder safely. • Staff/volunteers carry out safety checks before using a stepladder. • Stepladders checked annually by EDDC. • All work at height is planned and carried out by competent people. • Heavier items stored at a lower level. 	4	2	8	<ul style="list-style-type: none"> • Training for staff/volunteers on using stepladders and annual refresher.

<p>Hazardous substances (cleaning products, collections materials, collections)</p>	<p>Staff/ volunteers</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Mops, brushes, masks and gloves provided. • Cleaning products marked 'irritant' replaced with milder alternatives. • Staff/volunteers trained to use products and materials safely. • Products and materials stored securely. • Hazardous collection items identified and assessed, and appropriate action taken (disposal or procedures for safe storage and handling). • Staff/volunteers reminded to wash gloves, where appropriate, before taking them off. • Staff/volunteers reminded to check for signs of skin irritation and report if this occurs • Areas of work have adequate ventilation. 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Replace cleaning products with milder alternatives. • Training for staff/volunteers on using products and materials safely. • Identify and assess hazardous collection items.
<p>Electricity</p>	<p>Staff/ volunteers</p>	<p>4</p>	<p>2</p>	<p>8</p>	<ul style="list-style-type: none"> • Fixed installation correctly installed by qualified electrician and inspected regularly. • All repairs by qualified electrician. • Annual PAT testing. • Portable equipment checked for visual signs of damage before use. • Responsible person aware of how to switch off the supply in an emergency. • Staff/volunteers reminded that portable equipment considered unsafe should be marked and taken out of use, and faulty plugs, sockets, cable and switches reported. • Only trained staff/volunteers carry out minor repairs (changing a plug, replacing a fuse etc.). • Staff/trustees check plugs, sockets, cable and switches every three months. 	<p>4</p>	<p>1</p>	<p>4</p>	<ul style="list-style-type: none"> • Training for staff/trustees on what to do in an emergency. • Reminders for all staff/volunteers on dealing with unsafe equipment.

Stored equipment	Staff/ volunteers	3	2	6	<ul style="list-style-type: none"> • Staff/volunteers aware of how to correctly stack stored equipment/material so that it does not collapse. 	3	1	3	<ul style="list-style-type: none"> • Training for staff/volunteers on stacking material.
Manual handling	Staff/ volunteers	3	2	6	<ul style="list-style-type: none"> • Staff/volunteers trained on correct methods of lifting objects. • Trolleys available and accessible for moving heavy equipment. • Heavy items located on appropriate height shelves. 	3	1	3	
Violence and threatening behaviour	Staff/ volunteers	3	1	3	<ul style="list-style-type: none"> • Staff/volunteers trained not to resist robbery. • Responsible person always on duty. • Staff/volunteers trained not to confront visitors. • Staff/volunteers report any incidents of abuse etc. 	2	1	2	
Asbestos	Workers	4	2	8	<ul style="list-style-type: none"> • Asbestos register maintained, asbestos marked and regular inspections carried out. • Damaged asbestos to be removed by specialist contractors. • During any building development work, asbestos will first be removed by specialist contractors. • Remind staff/volunteers of measures in place. 	4	1	4	
Knives	Staff/ volunteers	3	3	9	<ul style="list-style-type: none"> • Staff/volunteers trained to handle knives. • Knives suitably stored when not in use. 	3	2	6	

Food handling and washing up	Staff/ volunteers	2	2	4	<ul style="list-style-type: none"> • Where possible and sensible tools are used to handle food rather than hands. • Staff/volunteers trained on correct way to handle food. • Gloves provided for washing up and/or nut-oil-free cream for dry or irritated skin. • Remind staff/volunteers to check for dry or irritated skin and report if this occurs. 	2	1	2	<ul style="list-style-type: none"> • Training for staff/volunteers on basic food hygiene. • Provide hand cream and remind staff/volunteers to check for symptoms.
Sorting donated objects	Staff/ volunteers	3	2	6	<ul style="list-style-type: none"> • Gloves provided. • Identify any sharp objects that may pose risk of injury. • Staff/volunteers trained in safe systems of work when sorting (e.g. not to thrust hands into bags, wash hands afterwards etc.). 	3	1	3	<ul style="list-style-type: none"> • Training for staff/volunteers on safe handling of objects.
Computers, laptops and similar equipment	Staff/ volunteers	2	3	6	<ul style="list-style-type: none"> • Assess workstations, reduce risks, and provide information and training. • Review assessment on change to user or equipment. • Work planned to include change of activity or regular breaks. • Staff/volunteer concerns followed up. 	2	2	4	<ul style="list-style-type: none"> • Provide information, training and equipment identified by the assessment.

Vulnerable workers	Vulnerable volunteers	3	3	9	<ul style="list-style-type: none"> • Staff/trustees to ensure that new volunteers can use the main means of escape, establish whether they have a pre-existing medical condition that may be aggravated (e.g. asthma, skin allergies, back conditions etc.), find out whether they require additional support to deal with health and safety obligations. • Action plan agreed to address any specific needs. • Personal evacuation plans for those needing assistance. 	3	2	6	<ul style="list-style-type: none"> • Complete action plan / personal evacuation plan when necessary.
Working alone	Staff/ volunteers	3	1	3	<ul style="list-style-type: none"> • Mobile phones to be carried at all times when alone on the premises. • Staff/volunteers leave details of visits and contact number with the office. 	2	1	2	<ul style="list-style-type: none"> • System for staff/volunteers to leave details.