

Risk assessment advice for teachers

This document explains the health and safety arrangements at the Observatory Science Centre & Museum to help you write your risk assessment for your visit.

Health and safety policies

We have written health and safety policy statements. All staff have mandatory health and safety training and instruction.

Car park and entry and exit

We have a free, dedicated coach car park. There is a short walk up to the Main Entrance, the route is shown on the schools parking map. There are also Blue Badge parking bays near our accessible entrance for cars and small minibuses only.

Fire and evacuation

We have fully tested fire evacuation procedures in place in case of fire and other emergencies. Our building is fitted with alarm systems and emergency exits are clearly marked. Fire alarms are checked and evacuation procedures practised regularly.

Supervision

We are closed to the public on schools/groups days but please be aware other schools and groups may be onsite at the same time as your group. Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations. We require an adult to pupil ratio as follows:

Years R-3 1:6

Years 4-6 1:10

Year 7 and above 1:15

Our exhibition, learning spaces and lunch areas

All our public areas have been designed and are maintained to ensure that they are safe for schools/groups and other visitors. They have been fully risk assessed. The spaces are checked daily to remove or minimise risks.

All exhibits with magnetic or electric fields that may impact visitors with pacemakers, cochlear implants or insulin pumps are clearly marked. All exhibits with flashing lights are clearly marked. A list of these exhibits is available on request.

Please be aware there is an unfenced pond between Domes B and D. Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times.

Our activities for schools

All activities, events and workshops are designed to remove or minimise risk and we carry out a risk assessment for every activity.

Our people

All our staff have undergone a basic Disclosure and Barring Service (DBS) check and we carry out enhanced DBS checks for anyone involved in regulated activity (e.g. working with children). Everyone is familiar with and complies with our Child Protection Policy.

First aid

We have members of staff who are trained in providing first aid. Please inform any of our staff if anyone requires assistance due to illness or injury. We have a first aid room located on the ground floor. All incidents are recorded.

Lost pupils

Please inform any of our staff immediately if pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations.



Preview visits

Free site preview visits are available for teachers and groups leaders. Please email groups@the-observatory.org to book a preview visit.

Further advice

If you need any more information, please email groups@the-observatory.org.

