



Health and safety	How to manage risk	How measures to manage risk will be communicated to students and accompanying adults
<p>Supervision and behaviour</p> <p>Teachers are responsible for the behaviour of pupils and young people in their party and have sole responsibility during any periods of down time.</p> <p>Children / young people are expected to have a responsible attitude and show regard for the museum, its contents and other visitors.</p>	<p>Group leaders to stay with group at all times and to supervise carefully.</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will arrange for them to be reunited with their teacher.</p> <p>Use the museum reception desk as rendezvous point.</p>	<ul style="list-style-type: none"> • Before the trip group leader to brief all accompanying teachers and adults outlining what is expected of them on the visit. • Museum staff to ensure all group leaders (and older students) have copies of any timetables for the day. • Group leader to brief children/young people before the visit outlining how they should behave, to stay with their group leaders and what to do if they become separated from group.
<p>First Aid</p> <p>Cromer Museum cannot guarantee trained members of staff able to provide First Aid treatment.</p> <p>First Aid packs are available at the museum.</p>	<p>Group leaders to ensure school staff can provide First Aid treatment if required.</p> <p>Please report any accidents or incidents during your visit to a member of staff so that a record can be made.</p>	<ul style="list-style-type: none"> • Group leader to brief accompanying teachers and adult helpers on First Aid procedures.

<p>Fire and Evacuation</p> <p>An announcement or alarm will sound to alert staff and visitors of an evacuation. Museum staff will direct visitors to nearest fire exit.</p>	<p>Group leaders to accompany their groups via nearest fire exit to designated fire assembly point.</p> <p>Group leaders to take register and report any missing people to museum staff wearing high-visibility jackets.</p> <p>All NMS sites have robust evacuation procedures that conform to Norfolk County Council standards. In an evacuation please do not use any lifts. If you or anyone in your group has mobility difficulties please follow instructions given by your group leader.</p>	<ul style="list-style-type: none"> • Museum staff to cover fire evacuation and role of group leader procedure at the beginning of any facilitated visit. • Lead teacher to tell children before arrival to stay with their group leader if there is an evacuation and to follow instructions carefully. <p><i>If you or anybody in the group has mobility difficulties:</i></p> <ol style="list-style-type: none"> 1. Ideally make a pre-trip visit or otherwise telephone to talk to staff and consider how to evacuate 2. Only 1 wheelchair user (who would need significant assistance in evacuation) is allowed above ground floor. 3. Brief child (ren) and adults before the visit about what they should do in case of fire and evacuation.
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Last updated February 2014