

Information on Risk Assessments for group leaders and young people visiting the Crystal exhibition

This information is Health & Safety Information	How to manage risk	How are measures to manage risk going to be communicated to students and accompanying adults?
<p>Supervision and behaviour</p> <p>Teachers are responsible for behaviour of the 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 exhibition, its contents and other visitors</p>	<p>Group leaders to stay with group at all times and supervise carefully</p> <p>Any child who becomes separated from their group should make themselves known to a member of Exhibition staff who will arrange to be reunited with their teacher.</p> <p>Use Exhibition reception desk as rendezvous point.</p>	<p>Before the trip brief all accompanying teachers and adults outlining what is expected of them on the visit</p> <ul style="list-style-type: none"> • Ensure all group leaders (and older students) have site maps and copies of any timetables for the day • 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>Fire and Evacuation An announcement or alarm will sound to alert staff and visitors of an evacuation. Exhibition staff will direct visitors to nearest fire exit</p>	<p>Group leaders to accompany their groups via nearest fire exit to designated fire Muster point. Group leaders to take register and report any missing people to Exhibition staff wearing high-visibility jackets. All Crystal sites have robust evacuation procedures that conform to London Fire Service and Siemens 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>	<p>Cover fire evacuation and role of group leader procedure at the pre-trip briefing</p> <ul style="list-style-type: none"> • Tell children before arrival they should remain with their group leader if there is an evacuation and to follow instructions carefully • only 2 wheelchair users are allowed onto the Mezzanine • Include this information in your school risk assessment • Brief child(ren) and adults before the visit about what they should do in case of fire and evacuation
<p>First Aid The Crystal has trained members of staff able to provide First Aid treatment during public opening hours</p>	<p>To contact a First Aider please ask a member of Exhibition staff Exhibition First Aiders have to complete an Accident Report giving details of circumstances and any injuries sustained for each incident Please report any accidents or incidents during your visit to a member of Exhibition staff so that they can be entered in the accident book</p>	<p>Brief accompanying teachers and adult helpers on First Aid procedures</p>