

## **RISK ASSESSMENT / HEALTH & SAFETY**

### **Information for School and Educational Groups**

This document provides information about Health & Safety arrangements at the Bank of England Museum and can be used to prepare a Risk Assessment for your visit, if so required.

#### **Supervision and Behaviour**

- The Museum is a public building and school group leaders must remain with their students at all times to supervise their behaviour, ensure their health and safety and accompany them in the event of an evacuation.
- School groups should have an appropriate adult-to-student ratio. We *suggest* the following:--
  - 1:10 for under 10 yrs olds
  - 1:12 for 10-16 yr olds
  - 1:15 for over 16 yrs old
- If the behaviour of anyone in your group negatively affects the safety or enjoyment of other visitors or Museum staff, or causes damage to exhibits or furniture, the person in question may be asked to leave the building.

#### **First Aid**

- During opening hours, there are always staff in the Museum who are able to provide first aid treatment. If assistance is required, please make yourself known to either the Security Desk or the Information Desk at the entrance to the Museum.
- Details of any accident (whether or not first aid is required) are recorded and reported to the Bank of England's Health & Safety Unit.
- The nearest accident and emergency departments (open 24 hrs a day) are at:-
  - The Royal London Hospital  
Whitechapel Road  
Whitechapel  
London E1 1BZ  
Tel No: 020 7377 7000
  - St Thomas' Hospital  
Westminster Bridge Road  
London SE1 7EH  
Tel No: 020 7188 7188

#### **Fire and Other Emergencies**

- The Museum has well-rehearsed procedures to ensure that visitors can safely, and quickly, leave the premises.

- Announcements over the tannoy system will advise the nature of the emergency and the action to be taken.
- All fire exits are clearly signposted.
- Lead your group out of the Museum as quickly as possible, not stopping to take a register until you have reached a place of safety.
- Once outside the Museum, take a register and report any missing persons to a member of Museum staff, all of whom will be wearing bright green high-visibility jackets. You are then free to leave.

### **Museum Staff**

- All Museum staff who have direct contact with students have undergone Disclosure and Barring (DBS) checks.
- All Museum staff who deliver presentations or gallery talks have the necessary experience and training.

### **Insurance Cover**

- The Bank of England, as the body responsible for the Bank of England Museum, has public liability insurance.

### **Health and Safety Policies**

- The Museum (as part of the Bank of England) has written Health & Safety policy statements.
- All staff attend/receive mandatory Health & Safety training courses.
- The Museum's public spaces are maintained as safe spaces for the visiting public.
- Health & Safety checks are undertaken by Museum staff on a daily basis. Any hazards that are identified are isolated or rectified immediately.

If you have any questions about booking a presentation or making a self-guided visit to the Bank of England Museum, the Education Team can be contacted by phone (020 7601 5545), Monday to Friday, 09:00-11:00 and 16:00-17:00 hrs, or by email to [education@bankofengland.co.uk](mailto:education@bankofengland.co.uk).

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