

Hazard Assessment for teachers

The information in this document is designed to help you prepare a risk assessment for your school's visit to The Box.

For additional information, please refer to The Box's [Plan Your Visit](#) and [Terms and Conditions](#) webpages.

Planning visits

- We strongly recommend that you make a planning pre-visit to The Box, so that you can assess potential hazards for yourself, both in our buildings and on your journey to us. You can do this by booking a free General Admission ticket via The Box's website.

Our galleries, exhibitions, learning spaces

- Our galleries are public spaces and will be accessed by the public during your visit.
- The Simmons Learning Room is reserved exclusively for your school on the day of your visit.
- All the museums public areas and the Simmons Learning Room are maintained to be safe for all visitors.

Personal belongings

- All visitors are responsible for their own belongings
- A dedicated schools bag drop box is available for your school on the day of your visit. You will be given a key on arrival. Please return this to your Learning Facilitator after use.

Our activities for schools

- All of our workshops are designed and managed to remove or minimize hazards.
- All materials, equipment and objects used in workshops are checked to make sure they are safe.
- Any trip/slip hazards are removed from the Simmons Learning Room.

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- If a session involves a specific hazard that we feel teachers should know about, we will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.
- A risk assessment of the Simmons Learning Room has been carried out and is reviewed and updated on a regular basis.

Our Staff

- Staff for The Box can be identified by their name badge with a coloured lanyard.
- Your Learning Facilitator will identify themselves to you when you arrive, and will also have their name badge clearly on display.
- All Learning Facilitators have a DBS enhanced disclosure check.
- All staff and volunteers follow our Safeguarding Policies and Procedure.

Fire and evacuation

- We have a fully tested Fire Emergency Evacuation Plan (FEED), which outlines the actions to be taken in the event of a fire at The Box.
- All team members of The Box have received adequate training in the FEED.
- Notices giving clear and concise instructions of the routine to be followed in the event of an alarm activation are displayed prominently alongside fire extinguishers and alarm call points throughout the building.
- The Evacuate Alarm is a continuous audible siren with flashing strobe.
- In the event of an Evacuate Alarm, our Fire Warden Team will assist all visitors out of the building and to an Assembly Point.

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First Aid

- Please inform a member of The Box staff or a Volunteer if anyone in your group requires assistance due to illness or injury.
- We have members of staff who are trained in providing first aid, including the On Duty Manager, who is on site 7 days a week.
- First aid boxes are located throughout the building.
- An AED unit is located within the cupboard in the Welcome Area.

Insurance

- The Box holds Public Liability Insurance corporately as part of Plymouth City Council, to a value of £50,000,000 with Marsh Ltd.

Health and Safety policy

- The Box follows Plymouth City Council's Health and Safety Policy. Please see:
<https://www.plymouth.gov.uk/foodsafetyandhygiene/healthandsafety>

Lost pupils

- Please inform a member of The Box staff immediately should a pupil become separated from your group and you are unable to find them.
- We have an established Lost Child procedure in place to deal with these situations effectively.

Security/CCTV

- The Box has CCTV coverage inside and outside of the building.
- CCTV is managed by the Operations Team during the day and Security Management South West overnight.

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Supervision

- Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while at The Box and during any emergency evacuations.

We require the following staff to pupil ratios:

Foundation stage – **1:3**

Key stage 1 – **1:6**

Key stage 2 – **1:6**

Key stage 3 – **1:15**

Key stage 4 – **1:15**

Post-16 – **1:15**

SEND – **1:5**

- Your group might be refused access to The Box without correct supervision.

Further Information

- For further information, please get in contact using the details on our [Contact Us](#) page.