

## **Health and Safety at the Migration Museum**

The aim of this document is to provide information about Migration Museum's Health and Safety arrangements to help teachers and group facilitators write a risk assessment for their visit.

### **Supervision and behaviour**

Teachers and accompanying adults are responsible for the health and safety of their group and should remain with their students at all times while in our buildings and during any emergency evacuations. In the galleries please remind your students not to touch (unless specified), to run or shout, or to act in any way which might endanger themselves or other visitors.

Photography is permitted throughout the galleries, but permission needs to be sought when taking photographs of other students or members of the public.

During an education workshop, we require an appropriate level of teacher and adult supervision. Students are required to act with respect for one another, all staff, volunteers and visitors. Objects and materials used in the workshops should be used appropriately and with instruction.

A maximum of ten students are allowed in the shop at any given time. All students should have a supervising teacher or adult present with them in the shop.

Migration Museum staff and volunteers do not wear a uniform but may be identified by a blue lanyard. Lewisham Shopping Centre have their own staff and security, they can be identified by a uniform or found at the Information Point in the central court of the centre.

### **Migration Museum Educators and Gallery Staff**

All Migration Museum educators and Gallery Staff have undergone a Disclosure and Barring Service (DBS) check.

### **Migration Museum exhibitions**

The Migration Museum seeks to create interesting and innovative ways to engage its visitors through exhibitions which often differ from the industry standard. Instead of glass cases we often display artworks and objects in the open.

Our new exhibition, Taking Care of Business, is designed to involve visitor participation throughout the experience. However, not all of the exhibition is tactile and interactions should be restricted to the directions on signage. We ask that all students and teachers are mindful in the galleries and treat the objects, artworks and stories held within them, with care and respect. If in doubt about whether something can be touched or how it should be handled, please ask a member of staff or volunteer and they will be happy to instruct you.

Objects, furniture and artworks are often displayed at varying heights. Care should be taken to avoid collisions or tripping. Interaction with objects and cases in the galleries should only be done where invited by signage.

### **First Aid**

Our education staff and gallery supervisors have undergone basic first aid training. Please inform a member of our staff or a volunteer immediately if anyone in your group requires assistance due to illness or injury. The Migration Museum has a basic first aid kit in case of accidents. All first aid incidents

and near misses are recorded. The closest accident and emergency department is the University Hospital Lewisham (020 8333 3226).

### Additional and access requirements

The Migration Museum welcomes all learners and caters for additional needs, where possible, when accessing the Museum. If your group requires an additional requirement such as a quiet space, then please contact our team ahead of your visit. The Migration Museum will endeavour to meet your group's requirements where possible.

### In the event of an evacuation

Lewisham Shopping Centre carries out weekly tests of all alarm equipment out of hours. The alarm will not be tested during the Museum's opening hours unless otherwise stated.

On hearing the alarm an alarm system will alert visitors to an evacuation. The Migration Museum's staff will assist in getting visitors out safely and leading everyone to the assembly point. Please lead your group out of the museum expediently. Please do not stop to take a register until you are at the assembly point. Please do not use the lifts during an evacuation.

**Assembly Point** – There are three designated assembly points for the museum, dependant on the source of the evacuation. Staff will instruct you on which to use in the case of emergency.



### Security

CCTV is in operation within Lewisham Shopping Centre. Images are monitored and recorded to help ensure the safety of visitors. All staff operating CCTV are trained and licenced to do so. If you see anything suspicious please report it to a member of staff. Please do not leave bags unattended. If you see any unattended bags please report it to a member of staff. Do not touch any unattended items. The Migration Museum does not use CCTV in its galleries, and therefore we ask that all staff remain vigilant at all times. Migration Museum staff are trained and will report any suspicious behaviour to a member of security.

### Preliminary planning visit

Teachers and tutors are strongly recommended to visit the museum in advance of their visit. These guidelines are designed to help you complete your school's risk assessment. It is not designed to replace your own risk assessment.

In order to assist teachers and tutors with the completion of risk assessments for a group visit, the museum can confirm that it has the following documentation and arrangements for health and safety in place:

- Risk assessments including premises and risks to visitors
- Inspection, testing and maintenance of equipment
- Health and safety training for employees
- Fire and emergency procedures
- First Aid
- Accident reporting
- Third Party Liability Insurance (a copy can be provided on request)

It is the responsibility of the teachers to supervise their students at all times. The following risk should be considered;

- Slipping, tripping or falling in the external environment
- Slipping, tripping or falling in the internal environment
- Minor injuries such as cuts or bruises
- Trapping fingers in doors
- Getting lost

When visiting the Migration Museum both the external and internal environment should be considered.

### **External environment**

The Migration Museum is located within Lewisham Shopping Centre. The shopping centre will be busy throughout the opening times of the museum. The shopping centre is near a busy main road which is in constant use. The Migration Museum does not have its own parking, but visitors can make arrangements to use the shopping centre's car park. We ask that during opening hours visiting groups use the public toilets in the shopping centre, it is recommended that staff take students in groups at the beginning and end of their visit, however, staff toilets are accessible in the museum if necessary.

### **Internal environment**

The Migration Museum is a public building on the ground floor of Lewisham Shopping Centre, in Unit 11 beside TK Maxx and opposite Starbucks. Use of staff toilets is possible with the supervision of a teacher or responsible adult if necessary. It is suggested that you create a meeting point, should any of your students become lost. Please ensure that once you are inside the museum for your visit, your students do not leave the Migration Museum and enter the shopping centre. The Migration Museum staff are only responsible for overseeing proper use of the galleries and exhibitions, staff and responsible adults are responsible for keeping students in the permitted areas.

### **Contact**

If you have any further questions or require additional support for your visit then please contact the Museum on 020 3488 4508, or email [info@migrationmuseum.org](mailto:info@migrationmuseum.org)