

## RISK ASSESSMENT ADVICE FOR TEACHERS

The following information is to help you prepare a risk assessment for your school's visit to the Migration Museum.

### Planning your visit

We strongly recommend that you make a planning visit before you bring your group so that you can assess potential hazards for yourself, both in our buildings and on your journey to us. If you would like to arrange this or get further information please contact our Education Manager, Liberty Melly via [liberty@migrationmuseum.org](mailto:liberty@migrationmuseum.org)

### Lewisham Shopping Centre

Please note that the Migration Museum is based in the heart of Lewisham Shopping Centre, which means that to get to us you will have to pass through a busy public space. The shopping centre has a total of six entrances, as well as many stores that have street access. The shopping centre has its own security who patrol the space and they also have an information desk in the central court by the museum. If you want more information about the centre please visit their website (<https://lewishamshopping.co.uk/>) or call 020 8852 0094.

### Our galleries, exhibitions and education space

The Migration Museum has been designed to ensure that they are safe for schools and visitors. They are continuously checked to ensure hazards are removed or minimised.

### Our educational workshops

All of our educational workshops are designed and managed to remove or minimise hazards and we carry out a risk assessment for all of our educational activities. Materials, equipment and objects used are checked to make sure they are safe, and any trip/slip hazards are removed. Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. 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.

### Our staff

All our education staff and have undergone a DBS enhanced disclosure check. We ensure that our staff, facilitators and volunteers are familiar with and comply with our Safeguarding Children and Adults at Risk Policy and Procedure.

### Fire and evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups are escorted to a muster point by our staff or volunteers who work with teachers to ensure that all pupils are present and safe. Our venue is fitted with alarm systems and emergency exits are clearly marked. Lewisham Shopping Centre also have alarm systems and emergency exits are clearly marked.

### **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.

### **Health and safety**

We have a written health and safety policy, and have an up to date Risk Assessment, which all education and gallery staff are required to read and learn.

### **Lost students**

Please inform a Migration Museum member of staff or volunteer if any student becomes separated from the group and you are unable to find them. Staff and volunteers will be wearing blue lanyards. We have established procedures in place to deal with these situations efficiently.

### **Student supervision**

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations.

### **Further advice**

If you need more information to help you prepare your risk assessment, or would like to meet a member of the schools team when you make a planning visit, please email our Education Manager, Liberty Melly ([liberty@migrationmuseum.org](mailto:liberty@migrationmuseum.org)) We hope you have a safe and enjoyable visit to us.