



**Carmarthenshire Museum Services
Kidwelly Industrial Museum, Kidwelly**

**PREPARING YOUR SCHOOL FOR A VISIT
SAFETY INFORMATION FOR SCHOOLS**

CONTACT DETAILS	
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SAFETY INFORMATION FOR SCHOOLS

Preparation for Risk Assessment and your School visit

Venue: Kidwelly Industrial Museum

Please remember that:

- schools are responsible for doing their own risk assessments, and that
- we are unable to fill in, check or sign any sections of school risk assessment forms as these are not our responsibility.
- The Kidwelly Industrial Museum is an ex industrial site and has some physical features which require children to be under strict supervision at all times.

Teachers should refer to

'Health and Safety of Pupils/Young People on Educational Visits - A Good Practice Guide, 1988' (DfES)

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>.

This clarifies that it is the responsibility of teachers and group leaders to complete a risk assessment prior to any visit being made,

and

Guidance Notes - Health and Safety of Children and Young People on Educational Visits/Activities (Carmarthenshire County Council)

<https://www.amdro.org.uk/amdro/depts/governors/documents/>

This document must be read in conjunction with the following DfES publications already circulated to schools: -

**Supplement to Health and Safety of Pupils on Educational Visits
Part 1 Standards for LEA's in overseeing Educational Visits
Part 2 Standards for Adventure
Part 3 A Handbook for Leaders**

The safety information we provide is intended as a preparatory tool. It does not replace the need for your own risk assessment specific to the needs of your group and in line with the official guidelines and school/LEA policies.

Our safety information outlines the control measures undertaken by the Museum to avoid or reduce risk, together with rules of conduct for visiting groups. Your risk assessment will take into account the age, ability and specific needs of your group, any risk associated with your transport or possible weather at the time of your visit, in addition to the Museum's safety information.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

The Kidwelly Industrial Museum fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.

Please be assured that the health and safety of visitors whilst on site is of our utmost concern. Kidwelly Industrial Museum, although run by a Trust, is supported by and receives advice from the local authority and as such complies with its policies and guidance regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.

There are restricted circulation areas, uneven floors, steps and the proximity of visitors to display cases, plinths and kickboards, and large objects on open display, such as large machinery, means that a greater need of care by the visitors themselves is required.

Teachers and other school staff are kindly requested to work in partnership with the Museums Service and the Trustees of the Kidwelly Industrial Museum, by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school throughout the visit, including lunch times.

We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group, as well as ensuring that your pupils get maximum benefit from their visit.

BACKGROUND	
Experience	Kidwelly Industrial Museum has been open to the public at its present location since 1982.
Venue Details	The Museum offers the opportunity to visit a unique industrial site. Visitors can learn about the tinplate and mining industry in Carmarthenshire through the displays, exhibition and the physical archaeology of the machinery and the site. A typical school visit lasts 2 to 3 hours.
Visitor Numbers	The Museum receives on average 4,500 visitors a year. Approximately 500 of these are in formal educational groups.
Contact Information	To book a visit, discuss aspects of your visit or arrange a preview visit, please contact the Carmarthenshire County Museum on 01267 228696 or e-mail mailto:museums@carmarthenshire.gov.uk If after your visit you have any concerns or experienced any problems regarding the safety and health of members of your party we would welcome the opportunity to discuss these with you

GENERAL SAFETY INFORMATION	
Insurance (Public Liability)	The Museum has a public liability or third party insurance cover.
Criminal History	The Volunteers are not CRB checked, the Museum requests that member of staff are with the Children or Young people at all times
Emergency Evacuation	In the event of an emergency evacuation Volunteers/ trustees will escort you to a safe area. A plan of the site with the safety point areas identified.
First Aid	If First Aid is needed, please contact a trustee/ volunteer who will work with you to assess the situation and contact the nearest doctor (if required, the surgery is in Kidwelly). West Wales General Hospital Accident & Emergency is 10 mile away.
Schematic Map	A floor plan of the Museum is attached. Please photocopy the required number for all your group leaders.
Site Inspections	The Trustees in conjunction with the Carmarthenshire County Museum staff conduct regular inspections of the buildings facilities, which are recorded.
Site Staff	All Trustees and volunteers can be approached if you have any worries or concerns. They will be able to help you or direct you to the appropriate place for help.
Animals/ Animals Fouling in Public Access Areas	Only assistance dogs accompanying visitors who are deaf or blind are allowed on site. Drinking water is available from a standpipe. Please ask for assistance at Reception. Dogs must leave the premises to relieve themselves and staff will assist in identifying a suitable area.
Vehicle Traffic	Coaches and cars can park in the main car park between the main gate and the inner gate. In each case, groups can alight here and walk to through the second gate to the museum grounds. However, in inclement weather or where individuals are physically disabled, a car or small minibus (max 20-seater) may drive through the gate to the front of the reception building of the museum to disembark passengers. We do ask that such vehicles are then parked in the main car park for the duration of the visit and retrieved later.
Welfare Facilities	<u>Toilets</u> Public toilets are available in the small building next to the reception block within the Museum grounds. <u>Picnic Tables</u> There are several picnic tables in the grounds

Review	This document and related safety information is updated regularly.
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EDUCATIONAL ACTIVITY INFORMATION	
Activities	All of the activities offered are subject to specific risk assessment based upon current legislation, best practice, guidance and information.
Maximum Group Sizes / Supervision	<p>Please ensure that your pupils are supervised at all times.</p> <p>We ask you to keep to the following ratio :</p> <p>School years 1 to 3 (ages 5 to 8): 1 responsible adult : 6 children</p> <p>School years 4 to 6 (ages 5 to 11): 1 responsible adult : 10-15 children</p> <p>School years 7 onwards (secondary age 11+) : 1 responsible adult : 15-20 children</p> <p>Although the ratios suggested by the DfES are one adult to each of the age groups mentioned above, the Kidwelly industrial Museum is an ex industrial site and the Trust would recommend an increase of staff to pupil ratio. Group leaders should assess the risks and consider an appropriate safe supervision level for their group.</p>
Required Visitor Conduct	<p>Please behave in an orderly manner.</p> <p>Please note that any group of students under the age of 16 must be supervised at all times and must remain the responsibility of the school throughout their visit. Unsupervised groups may find that they are denied entry or are asked to leave.</p> <p>Please do not:</p> <ul style="list-style-type: none"> • take food or drink into the galleries. • enter areas which are not open to the public; • run around the galleries and the building; • touch any exhibits; • behave in an orderly manner. <p>With regards to the Kidwelly Industrial Museum staff and school supervisors need to be aware of the following:</p> <ul style="list-style-type: none"> • The museum is set on an ex-industrial site. • It has some physical features that mean that children can only visit large parts of the site under strict supervision. • No Children or young persons are not allowed to approach the weir. • Children and young persons must be

	<p>supervised at all times when visiting the Hot Rolls, which has large and potentially dangerous machinery, and underground spaces.</p> <ul style="list-style-type: none"> • Children and young persons must be supervised at all times when visiting the Cold Rolls, which has large and potentially dangerous machinery, and underground also the Morlais room. • Children, young persons and visitors must not climb on any machinery, • Children, young persons and visitors must not climb on or over any barriers. • Children or young people must not climb onto or into any of the locos or trucks • Children and young persons must not climb the winding gear. • The grounds of the site have some sharp changes in level and also there are hidden bits of machinery around the grounds Therefore children and young people must not veer from the paths at any time. • While the Trust has striven to ensure that the new interpretation in the Main Gallery Rooms is safe, children must not climb over barriers or play with exhibits. • As a museum where Trustees are constantly working to maintain and conserve exhibits there may be times when heavy plant is being operated on the site or within its buildings. <p>No food or drink is to be consumed in the museum buildings, with the exception of the Reception if it has been pre-arranged to be used for packed lunch.</p> <p>Mobile telephones should be switched off during your visit.</p> <p>The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.</p>
Medical Needs	<p>The Museum should be contacted by the school or group leader if any pupil is known to have any specific or serious medical condition or requirement. We will need to consider and discuss emergency arrangements with you.</p> <p>Where it is safe to do so, we will aim to include fully pupils with specific or serious medical conditions within activities offered.</p>

<p>Facilities for Visitors with Special Needs</p>	<p>The Museum tries to accommodate the requirements of all visitors with special needs. Please contact us <u>in advance</u> to clarify what provision can be made for members of your party who have special needs.</p> <p>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.</p> <p>The Trustees would be pleased to advise you in order to ensure that you gain access to all of the public areas.</p>
<p>Lost children</p>	<p>Due to the size and layout of the Museum, children are at risk of getting lost if they stray from their group.</p> <p>Please advise children separated from their group to inform a volunteer/ Trustee if they are lost.</p> <p>Should a group leader become aware that one of their group is missing, they should inform a trustee who will take appropriate action. A copy of our lost child policy is added to this document.</p>