

Bagshaw Museum

Health & Safety Information for Visiting Groups

Risk Assessments

A generic risk assessment will be made available to support your planning once we have confirmed your school visit. There are no major risks specific to the educational activities. The children handle small artefacts in a supervised environment and use pencils and paper. One artefact shown to the group - a pointed, metal object - is handled only by museum staff.

If you are unable to arrange a visit prior to your group attending due to time or distance, we have listed the following points to help compile your risk assessment.

General Building Risks

The building is a Victorian Gothic former mill owner's home with a range of glass display cases, wooden carvings, marble fireplaces and projecting brass door handles, all of which could be dangerous if children are running around the building unsupervised. Children should be supervised at all times and asked to move sensibly around the building.

Toilets

Please note that the museum is open to the public from April-to-September, therefore children should always be supervised in the toilets.

Balcony and Landing Area (First floor)

The balcony area could be dangerous. Children should be supervised when passing through this area, and there should be enough supervisory cover to ensure that children are not wandering around the building alone. Group leaders are advised to warn their group of the dangers of running around the balcony, leaning over or dangling objects such as clipboards over the balcony, which might fall and hurt someone below.

Staircases

Children should behave sensibly on the main staircase.

Non-Public Areas

Doors marked 'Staff only' should not be entered by visitors. Doors to cellars are kept locked.

Outside the Building

Parking

The car park is reached via the housing estate. There is no need for the pupils to cross main roads, but they should take care in the car park and look out for cars and delivery vehicles which might use the turning circle in front of the museum or the disabled parking area.



When booking your coach please remind the driver to use our car park. We have a limited height barrier which we will open for your coach on arrival.

Wilton Park

If you plan to take the class around the park, you will need to risk assess these areas separately. The usual risks relating to an outdoor visit apply - slips on mud or wet grass, looking out for dog dirt, washing hands before eating, avoiding picking up fungus, mushrooms, or plants, looking out for stray dogs and stranger danger. Additionally, you should consider the play areas and the lake, as there is a boating lake at the bottom of the park. The bottom of Wilton Park is situated on a main road, the A642 Bradford Road. There may be some slow-moving traffic and park vehicles within the park itself.

Emergency Evacuation Procedures

1. If the fire alarm is activated during your visit, or you are asked to leave the building for any other reason, please follow the advice of museum staff and evacuate the building immediately.
2. Please ensure that all members of your group are safely escorted from the building.
3. Groups working in the Education Room should leave by the room's fire exit.
4. Groups working on the ground floor and first floor galleries should leave by the front door unless otherwise directed.
5. Do not allow members of your group to stop and pick up personal possessions.

6. EMERGENCY MUSTER POINTS

Assemble your group at the appropriate muster point.

In case of a Fire Alarm:

Terraces at the side of the museum

In case of a Bomb Threat:

Main Car Park

Complete a roll call when assembled. ***Please remember to bring a list of your party with you.***

If any member of your party is unaccounted for, inform a member of museum staff immediately.

Keep your group assembled on the terrace or in the car park. **Do not** re-enter the building until the Fire Brigade informs you that it is safe to do so.

7. If you discover a fire, please raise the alarm. Break-glass points are located in the Education Room, at the back door, in the Victorian Picture Gallery, in the shop area and at the top of the stairs.



Facilities Information

Car Park

The Museum car park, suitable for coaches, is situated at the top of Wilton Park, to the left, before the Museum gates, approximately 100 metres from the Museum.

Goody bags

An Egyptian themed souvenir and activity bag is available for purchase at pocket money prices. Please let us know if this is something that your school would like to pre-order via the Enquiry Form through our [Schools Visit webpage](#).

Toilet Facilities

Male, female, and an accessible toilet with baby changing facilities are situated on the ground floor, next to the Education Room.

Lunch Arrangements

Schools can have their lunch in the Education Room or eat outside in the park.

Access

The Museum is available to schools from 10am. Please be prompt, but do not arrive *too* early, as our Education Staff do not work full-time and are only booked for the duration of your visit. Please come to the Front Door where there is a doorbell if the door is closed when you arrive, as the museum does not open to the public until 11am.

There are steps to the front door with level access via intercom to the ground floor of the museum at the rear of the building - follow the signs for disabled access. The first floor is accessible by staircase and lift. There is an accessible toilet close to the Education Room on the ground floor. Please let us know in advance if anyone in your group has any special requirements and we will do our best to help.

Coats & Bags

Coats and bags may be left at the rear of the Education Room. Coat rails and boxes for children's bags and packed lunches are provided.

Maximum Numbers

To comply with fire safety recommendations, the maximum number of children per session is 36. Although, please note, that our session has been designed for an ideal number of a class of 30 pupils.

Using the Galleries

The galleries are quite small, and large parties will need to be split into smaller, supervised groups to work in different spaces. Please ensure that you bring enough adults to supervise the activities planned. Please be aware of other visitors using the Museum. Discipline is the responsibility of teachers, not museum staff.



Cancellations:

If you need to cancel your booking, please contact the museum as soon as possible, as our education visits are very popular we often have to turn groups away, therefore we may be able to make the date available to another school.

If the visit is cancelled with less than seven days' notice, the full charge for the visit will be applied.

Questions:

If you need any further information, please do contact us [via email](#) or call: 01924 324765.

We hope that you will enjoy your visit to Bagshaw Museum.

