

# Self-led visit pack

# National Railway Museum

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## Health and Safety on site at the National Railway Museum

**Please Note: This document is not valid as a risk  
assessment**

### RISK ASSESSMENT GUIDANCE DOCUMENT FOR TEACHERS

This document has been designed to assist you when completing your own risk assessment during a preliminary visit to the site. It lists areas at the National Railway Museum that you may visit and makes you aware of the possible risks that you may come across. Please remember that a risk assessment document is only valid if completed by the teacher.

# National Railway Museum

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## Supervision and behaviour

- The Museum is a public building and adult group leaders must remain with their students at all times to supervise their behaviour, ensure their Health and Safety, and accompany them in the event of an evacuation.

- Groups must have the correct adult-to-student ratios –

**Early Years 1:4   Primary 1:8   Secondary 1:10**

- The Museum is committed to ensuring all of our visitors feel welcome and enjoy their experience with us. If the behaviour of anyone in your group adversely affects the Health and Safety of other visitors or staff, or causes damage to the collection this person may be asked to leave. Please have contingency measures in place in case anyone is asked to leave the building. Please contact us prior to your visit if you have any questions regarding this matter.

## Insurance cover

- NMSI (as the parent organisation for the National Railway Museum) has in place and maintains insurance cover in respect of public and product liability. A copy of the Insurance Certificate is available on request

## First aid

- The Museum has trained members of staff able to provide first-aid treatment. Please ask if you require assistance
- All first-aid incidents are recorded.

## Fire and evacuation

- The Museum has a robust Evacuation Policy with well-rehearsed procedures that ensure visitors can safely and quickly exit the premises.
- Announcements over the public-address system will alert you to an evacuation.
- Lead your group out of the Museum as quickly as possible
- Fire exits are clearly signposted and doors should unlock automatically during an evacuation. Lifts should not be used.

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- Please do not stop to take the register until you reach the assembly point.
- You will all be evacuated to the same evacuation meeting point.

## Museum staff

- All Museum staff have undergone a standard police check. Staff working directly with students have undergone an Enhanced Criminal Records Bureau (CRB) disclosure.
- Staff delivering educational events have relevant experience and training.

## Health and Safety

- The Museum (as part of NMSI) has written Health and Safety policy statements.
- All staff attend mandatory Health and Safety training courses.
- The Museum is subject to an annual independent audit to ensure that Health and Safety standards are maintained
- Exhibitions and activities are designed with full consideration of risk control measures. Assessments are completed for all new works and activities.
- Daily safety checks are carried out on all galleries. Hazards are isolated or rectified immediately.

## Advice

We are happy to advise group leaders who are planning or booking a visit.

If you have any queries please contact the School booking office by:

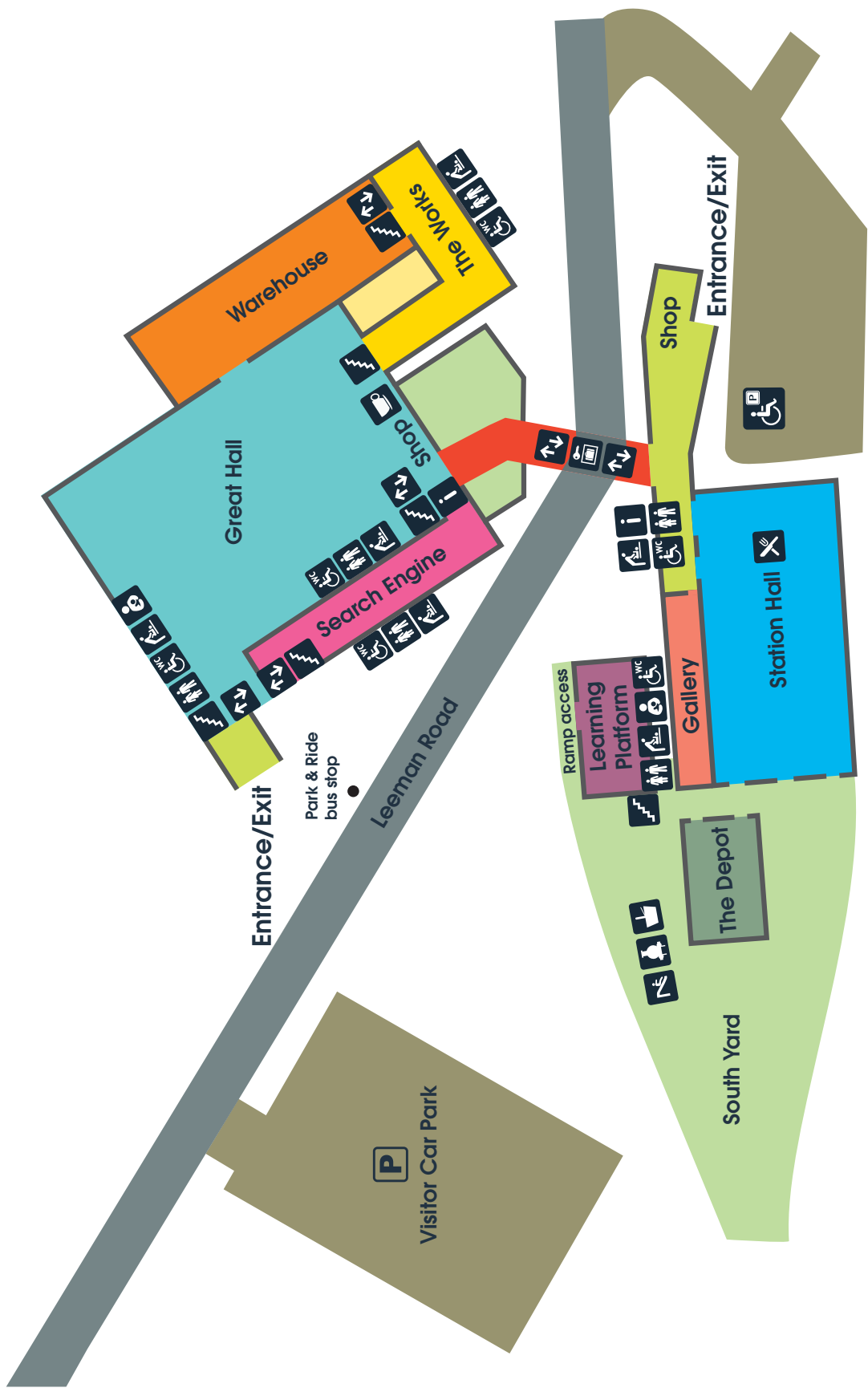
- Telephone: 01904 686230
- Facsimile: 01904 685786
- Email: [school.bookings@nrm.org.uk](mailto:school.bookings@nrm.org.uk)

We look forward to seeing you on your visit.

Area Name	Potential Hazard Risk	Risk rating	Action
<b>Great Hall</b>	<ol style="list-style-type: none"> <li>1. Hard engine parts at low level</li> <li>2. Slightly uneven hard floor, (inset tracks and ramps)</li> <li>3. Percy Main Footbridge</li> <li>4. Large exhibits</li> <li>5. Turntable</li> <li>6. Moving vehicles/shunting <i>(This may happen near the warehouse or turntable during your visit)</i></li> <li>7. Viewing Platforms</li> </ol>	<ol style="list-style-type: none"> <li>1. Bang head or body (2x1 Tol)</li> <li>2. Trip and fall (2x1Tol)</li> <li>3. Fall off/down steps (3x1 Mod)</li> <li>4. Climbing/falling off (3x1 Mod)</li> </ol> <p>Trapping Fingers (1x2 Tol)</p> <ol style="list-style-type: none"> <li>5. Falling into pit (3x1Mod)</li> </ol> <p>Pulled round when moving (2x1 Tol)</p> <ol style="list-style-type: none"> <li>6. Accident involving moving vehicle (3x1 Mod)</li> <li>7. Fall off/down steps (2x1 Tol)</li> </ol>	<ol style="list-style-type: none"> <li>1 &amp; 2. Adult supervision/no running</li> <li>3. Adult supervision/limit numbers if necessary</li> <li>4.No climbing on exhibits (signs displayed)</li> </ol> <p>Adult supervision</p> <ol style="list-style-type: none"> <li>5. No climbing on barrier/Adult Supervision/ NRM staff to warn visitors before Turntable moves.</li> <li>6. Adult supervision/NRM staff to barrier off area and supervise</li> <li>7. Adult supervision/limit numbers if necessary</li> </ol>
<b>Station Hall</b>	<ol style="list-style-type: none"> <li>1. Gaps by trains and platforms</li> <li>2. Hard engine parts at low level</li> <li>3. Viewing Platforms</li> <li>4. Free standing exhibits on platforms</li> <li>5. Drop from Platform 1&amp;2 near royals</li> </ol>	<ol style="list-style-type: none"> <li>1. Fall/Twist ankle (2x1 Tol)</li> <li>2. Bang head or body (2x1 Tol)</li> <li>3. Fall off/down steps (2x1 Tol)</li> <li>4. Bump into/Push into someone else (1x2Tol)</li> <li>5. Trip/fall (2x1 Tol)</li> </ol>	<ol style="list-style-type: none"> <li>1. Perspex panels fitted/Adult supervision</li> <li>2. Adult supervision/no running</li> <li>3. Adult supervision/limit numbers if necessary</li> <li>4. Adult supervision/no running</li> <li>5. Signage displayed/Adult supervision/no running</li> </ol>
<b>The Works</b>	<ol style="list-style-type: none"> <li>1. Steep metal stairs</li> <li>2. Interactive signal activity</li> <li>3. Internal &amp; External balcony</li> </ol>	<ol style="list-style-type: none"> <li>1. Trip and fall (2x1Tol)</li> <li>2. Finger trap (1x2 Tol)</li> <li>3. Climb and fall (3x1 Mod)</li> </ol>	<ol style="list-style-type: none"> <li>1. Adult supervision/limit numbers</li> <li>2. Fencing in place/Authorised access</li> <li>3. Barriers in place/Adult supervision</li> </ol>
<b>Works Warehouse</b>	<ol style="list-style-type: none"> <li>1. Slightly uneven hard floor</li> <li>2. Display cases/drawers</li> </ol>	<ol style="list-style-type: none"> <li>1. Trip and fall (2x1Tol)</li> <li>2. Finger trap (1x2 Tol)</li> </ol>	<ol style="list-style-type: none"> <li>1. Adult supervision/no running</li> <li>2. Adult supervision</li> </ol>
<b>Education Coach</b>	<ol style="list-style-type: none"> <li>1. Gate to coaches/Coach doors</li> <li>2. Gap by side of coaches</li> <li>3.Ventilation/heating</li> <li>4. Overcrowding</li> <li>5.Liquid on floor from shoes or drinks</li> </ol>	<ol style="list-style-type: none"> <li>1. Swing out/bang into (1x2 Tol)</li> <li>2.Slip/fall down gap/twist leg (2x2 Mod)</li> <li>3. Heat exhaustion/Too cold (1x2 Tol)</li> <li>4. Fire escape risk (3x1 Mod)</li> <li>5. Slip/fall (1x2 Tol)</li> </ol>	<ol style="list-style-type: none"> <li>1. Adult to open and supervise</li> <li>2. Adult supervision/limit numbers</li> <li>3. NRM staff to monitor and relocate as necessary</li> <li>4. Follow guidelines for numbers/Adult supervision</li> <li>5. Clean up spillages with equipment provided</li> </ol>

<b>Toilets</b>	<ul style="list-style-type: none"> <li>1. Low level sinks</li> <li>2. Hot water</li> <li>3. Wet floor</li> </ul>	<ul style="list-style-type: none"> <li>1. Bang into <i>Small children</i> (1x1 Tri)</li> <li>2. Scald (2x1 Tol)</li> <li>3. Slip/fall (1x2 Tol)</li> </ul>	<ul style="list-style-type: none"> <li>1 &amp; 2. Adult supervision</li> <li>3. Regular NRM checks/Adult supervision/limit numbers/report spillages</li> </ul>
<b>Outdoor Play Area/Miniature Railway</b>	<ul style="list-style-type: none"> <li>1. Various climbing frames/structures</li> </ul>	<ul style="list-style-type: none"> <li>1. Bang into/Splinters (1x1Tri)</li> <li>2. Fall off (1x2Tol)</li> </ul>	<ul style="list-style-type: none"> <li>1. Adult supervision/follow age restrictions</li> </ul>

<b>RISK ASSESSMENT VALUES</b>		<b>CLASSIFICATION OF RISK RATING (C x L = score)</b>	
<b>Consequence (C)</b>	<b>Likelihood (L)</b>	<b>Score</b>	<b>Risk rating</b>
Marginal - 1 (slight injury, minor first aid)	unlikely - 1	1	Trivial (Tri)
Dangerous - 2 (serious injury or damage)	likely - 2 (to occur at some time)	3-4	Tolerable (Tol)
Very dangerous - 3 (could cause death or widespread injuries)	very likely - 3	6 9	Moderate (Mod) Substantial (Sub) Intolerable (Intol)



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the  
museum

# Goodie Bags

If you are interested in ordering goodie bags for your school please tick the desired items below and fill in the form and return to us. Please note, all goodie bags will be exactly the same for each child. If you have any queries please contact us using the details below.



NRM  
Engine  
Driver  
Keyring  
(£2.50)



NRM  
Rainbow Pen  
(£1.00)



NRM  
Springy  
(£2.00)



NRM  
Badge  
(£1.00)



NRM Silver  
Notepad  
(£2.50)



NRM Spirit  
Level  
Keyring  
(£2.00)



Postcards  
(80p)



NRM  
Snapband  
reflector  
(£2.00)



NRM Black  
Whistle  
(£2.00)

Contact Name & No. \_\_\_\_\_ Quantity \_\_\_\_\_

Name of School \_\_\_\_\_ Date of Visit \_\_\_/\_\_\_/\_\_\_

We accept payment on the day, cash, Visa/Mastercard or School Cheque (please make payable to SCMG Enterprises LTD and write your school museum booking number on the reverse as well as a contact telephone number).



TO WHOM IT MAY CONCERN

29 March 2017

Dear Sir or Madam,

**LIABILITY INSURANCE ARRANGEMENTS - THE SCIENCE MUSEUM GROUP\***  
**&/OR SCMG ENTERPRISES LTD**

\*THE SCIENCE MUSEUM GROUP IS NOTED TO INCLUDE;  
THE SCIENCE MUSEUM (LONDON)  
THE SCIENCE MUSEUM (WROUGHTON)  
MUSEUM OF SCIENCE & INDUSTRY (MANCHESTER)  
THE NATIONAL RAILWAY MUSEUM (YORK)  
THE NATIONAL MEDIA MUSEUM (BRADFORD)  
THE NATIONAL RAILWAY MUSEUM (AT SHILDON)

We confirm that the following insurances are held with ourselves, subject to the Insurers normal terms, conditions and exceptions.

**Period of Insurance:** 01.04.2017 to 01.04.2018

**1. Employers Liability** **£15,000,000** any one claim

NB: Employers Liability Insurance Cover applies only to employees of SCMG Enterprises Ltd, and all volunteers of the Science Museum Group and/or SCMG Enterprises Ltd.

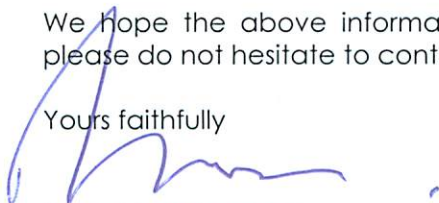
**2. Public/Products Liability** **£15,000,000** any one occurrence/unlimited in any one Period of Insurance (any one occurrence and in the aggregate for Products Liability)

**3. Excess** **£2,500** each and every occurrence in respect of Third Party Property Damage and Bodily Injury  
**£1,250** each and every occurrence in respect of bodily injury to minors aged 14 and below  
**£500** each and every occurrence in respect of bodily injury arising in connection with passenger carrying locomotives

**Insurer:** Travelers Insurance  
**Policy No:** UC CMK 3441587

We hope the above information is satisfactory but if you require any further information please do not hesitate to contact us.

Yours faithfully

  
**Robert Lovejoy ACII**  
**Commercial Account Handler**  
**DD: 01223 445454**

