



# MUSEUM/EDUCATIONAL VISIT

## Safety Guide

School Education

4

Key Benefits

16

Control Measures

19

Checklist Items

## KEY BENEFITS

### **Authentic Learning**

Brings history, science, and arts to life with authentic artefacts.

### **Enquiry Skills**

Develops enquiry skills through guided and independent exploration.

### **Cultural Capital**

Enhances cultural capital and curiosity beyond the classroom.

### **Motivation**

Motivates further research and project based learning.

**KEY HAZARDS & CONTROL MEASURES****Lost Pupils**

- ✓ Regular headcounts at transitions
- ✓ Meeting point agreed
- ✓ Buddy system implemented
- ✓ High-visibility items worn

**Trips & Falls**

- ✓ Walking pace maintained
- ✓ Sensible footwear worn
- ✓ Staff at stairs and ramps
- ✓ Group kept together

**Crowding**

- ✓ Off-peak times booked
- ✓ Quiet spaces identified
- ✓ Group split for popular exhibits
- ✓ Flexible itinerary planned

**Transport**

- ✓ Licensed transport used
- ✓ Safe drop-off arranged
- ✓ Seatbelts worn
- ✓ Road crossings supervised

**PRE-SESSION SAFETY CHECKLIST****Risk Assessment**

- |  |   |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures |   |

**Pre-Visit**

- |  |  |
|--|--|
| <input type="checkbox"/> Booking confirmed   | <input type="checkbox"/> Pre-visit completed   |
| <input type="checkbox"/> Permission slips in | <input type="checkbox"/> Medical info gathered |

**Transport**

- |  |   |
|--|---|
| <input type="checkbox"/> Coach booked  | <input type="checkbox"/> Timings confirmed  |
| <input type="checkbox"/> Drop-off safe | <input type="checkbox"/> Emergency contacts |

**At Museum**

- |  |   |
|--|---|
| <input type="checkbox"/> Meeting point set | <input type="checkbox"/> Toilets located      |
| <input type="checkbox"/> Lunch area booked | <input type="checkbox"/> First aid identified |

**Supervision**

- |   |  |
|---|--|
| <input type="checkbox"/> Ratios confirmed | <input type="checkbox"/> Groups assigned |
| <input type="checkbox"/> Headcount done   | <input type="checkbox"/> Lost child plan |



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