

Code of Conduct

for education visits



To ensure that all visitors have an enjoyable experience at the Museum, we have prepared a code of conduct, which group leaders and adult supervisors must follow:

- 1** Students are accompanied by a supervising adult **at all times** (including in the shop, café and toilets)*
- 2** Museum staff, eg guides, living history interpreters or shop staff, cannot take responsibility for any students, so please do not ask them to do so
- 3** Students with SEN have appropriate staff support
- 4** All visitors follow the instructions or advice given by Museum staff, particularly from the guide on the underground tour
- 5** Students walk carefully around the site, paying attention to moving vehicles. There should be no running
- 6** Students do not climb on the machines on open display
- 7** All visitors respect others by sharing spaces and keeping to time
- 8** All visitors take care of the exhibits and the environment around them

- 9** Bad language will not be tolerated
- 10** No contraband items (cigarettes, matches, or anything battery operated) are taken underground; it is illegal to do so
- 11** No eating and drinking takes place during the educational workshop or in the galleries. Mobile phones must be switched off during workshops

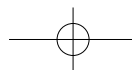
Please note that CCTV monitors the shop and incidents of shoplifting will be taken very seriously.

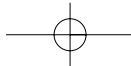
Thank you for your co-operation

Education Officer

***Supervision**

Please be aware that Museum staff will intervene if the behaviour of an individual student or group of students puts the safety of visitors and staff at risk, causes offence to other visitors or staff, or could cause damage to the Museum exhibits or buildings.



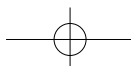


Risk Assessment advice for education group leaders

This document has been designed to assist you when completing your own risk assessment during a preliminary visit to the site. Please note that this is NOT a valid risk assessment.

Area	Potential hazards	Group at risk	Museum control measures
Transport			
	Alighting coaches	Pupils Adults	Designated coach bay Pedestrian crossings on site and walkways/paths
Museum site			
	Road traffic accident with vehicles on site	Pupils Adults	Pedestrian crossings/paths in place 5mph speed limit on site
	Children becoming lost/abducted	Pupils	Groups under supervision of designated adult from school All designated supervising adults to check groups regularly Directional signs are in place All Museum workers/contractors wear identity badge
	Trips, slips, falls	Pupils Adults	Groups under supervision of designated adult from school Trained first aiders and first aid room on site
	Fire	Pupils Adults	Reception staff trained in emergency procedures Fire exits and assembly points marked on procedures sheet in Education Pack and given out at Reception The fire alarm is a siren
	Nature Trail: steep inclines, stream next to path	Pupils	Group under supervision of designated adult from school Wear sensible shoes/clothing
	Steps	Pupils Adults	Groups under close supervision of designated adults and behaving sensibly i.e., no running, climbing etc. Use handrails
	Machinery on display/original colliery fixtures and fittings	Pupils	Some machines are enclosed Designated supervising adult to ensure there is no climbing/playing
	Adventure Playground: crossing railway line, falling from play equipment	Pupils	The area complies with current regulations regarding impact-absorbing surfaces Designated adults are required to stay in close supervision of their group at all times
Learning curve			
	Spillages	Pupils Adults	Procedures in place for cleaning spillages/floors Schools do not have access to lunch room while floor is drying
	Trips, slips and falls Falling off chairs, banging head	Pupils Adults	Effective supervision by designated adults All chairs are checked regularly, tables have rounded corners
Public toilets			
	Trips, slips and falls	Pupils Adults	Toilets cleaned and inspected regularly throughout day Procedures in place for cleaning up spillage

Continued overleaf...



Area	Potential hazards	Group at risk	Museum control measures
Pit Ponies			
	Biting, kicking out	Pupils Adults	Signs stating not to feed the ponies Strong stable doors
Underground tour			
	Trips, knocks, falls Uneven floor surface	Pupils Adults	Hard hats provided. Sensible shoes to be worn One designated supervising adult to be at front of group, the other at the back Guide will warn of low beams/walkways
	2Kg battery – risk of dropping	Pupils Adults	Guide will place battery around waist/shoulder Adults to check strap is fixed securely
	The temperature underground is 12 °C	Pupils Adults	Visitors should wear warm clothing
	Claustrophobia/children may be frightened	Pupils	Staff are used to dealing with these instances Warn pupils in advance Ensure there are two designated adults per group, so one can remain on surface with any children who wish to stay above ground
Galleries and buildings			
	Most galleries contain interactive exhibits	Pupils	All interactives are checked regularly by staff and are designed to be safe to operate. These can be viewed on a group leader's preliminary visit Most exhibits are coloured/labelled and access around them is easy
	Original colliery fixtures and fittings	Pupils	Effective supervision by designated adults Some fittings have objects attached to them to prevent injury Groups to stay behind protective barriers
	Obvious hazards need to be identified in relation to your groups' needs		
Workshops			
Ada Clough	Exposed machinery and steep stairs	Pupils Adults	Areas enclosed, close supervision by designated adults, use of handrail on steps
Fred at the Pit Head Baths	Locker doors may swing open, trap fingers	Pupils Adults	Most lockers are locked or have bar across, few left open for inspection Effective designated adult supervision
Fantastic Forces/ Friction	Table corners, falling from chairs, bumping into interactive exhibits, ingesting coal	Pupils Adults	Workshop led by Education staff, in conjunction with effective supervision by designated adults Lesson plans sent in advance Ensure hands are washed in washroom after workshop
Wind me up	Ingesting/choking on K'NEX Table corners, falling from chairs, bumping into interactive exhibits, scissor cuts	Pupils Adults	Workshop led by Education staff, in conjunction with effective supervision by designated adults Lesson plans sent in advance Safety scissors used

Continued on separate sheet...

Area	Potential hazards	Group at risk	Museum control measures
Hope Pit			
	Exposed nature of site	Pupils Adults	Visitors should wear warm clothing
	Uneven ground	Pupils Adults	Visitors should wear sensible shoes
	In case of accidents/emergencies, please find a member of staff at the Workshop building. There is also a mobile phone available	Pupils Adults	Trained first aiders on site
	Line shafting machinery	Pupils Adults	Effective supervision by designated adults Groups stay behind protective barrier
	Blacksmiths forge	Pupils Adults	A locked barrier prevents access to the working area Effective supervision by designated adults
Walking to Hope Pit site			
	Road traffic accident with vehicles on site Crossing the roundabout	Pupils Adults	Grass verge to walk on 5mph speed limit on site Signs giving pedestrians priority Groups under close supervision of designated adults
Reed beds/nature trail			
	Steep inclines/uneven ground Wheelchair access to upper level only	Pupils Adults	Groups under supervision of designated adult Wear sensible shoes/clothing Designated pathways
	Standing water	Pupils Adults	Settling ponds fenced Rescue equipment supplied by Reed beds (2ft depth) Open water warning signs
	Trapping fingers in sliding viewing shutters	Pupils	Groups under supervision of designated adult from school
Railway			
	Falling from Platform	Pupils	Effective supervision by designated adults Chains across entry when not staffed
	Falling out of train when moving	Pupils	Effective supervision by designated adults A barrier prevents this
	Sticking fingers out of carriages	Pupils	A barrier is activated by the driver to prevent this
	Crossing railway to reach Inman Shaft building and reed beds	Pupils Adults	The gates are left closed The train will sound a horn when it approaches
	Moving machinery and train carriages (locomotive)	Pupils Adults	Effective supervision by designated adults Chain across exits

The National Coal Mining Museum is an historic industrial site, with particular associated hazards. We have minimised the risks to visitors while taking care to have as little impact on the site's historic machines and buildings and preserving the site's historic integrity.

Adequate adult supervision ratios of 1:10 children are requested.

This risk assessment has been prepared with reference to 'Five steps to risk assessment' published by the Health and Safety Executive – www.hse.gov.uk

If you require further information, please contact the Education Officer on: 01924 848806

Fire procedures

for education visits



On arrival at the Museum or on a preliminary visit please familiarise yourself with:

- The location of the nearest fire escapes
- The location of the fire assembly points (ask a member of the Reception staff if you need assistance)

In the event of a fire on site, please follow these procedures:

- Follow the instructions of a member of staff if applicable
- Leave all belongings and equipment where they are
- Do not attempt to fight the fire
- Make your way in an orderly manner outside through the fire escapes



Fire Assembly Point 1:
Opposite education block

Fire Assembly Point 2:
Far end of staff car park

Fire Assembly Point 3:
Pit Head baths

Fire Assembly Point 4:
Top of steps in pit yard

Fire Assembly Point 5:
Hope Store car park

Fire Assembly Point 6:
Near Inman Shaft building

- If possible, raise the alarm whilst moving to the assembly point
- Congregate at the correct assembly point but use common sense if the fire is near to an assembly point (see map over page)
- Take a register of your group members and inform the fire brigade/member of staff if there is anyone missing
- Wait for the fire brigade to give permission before re-entering building

Your first point of contact will be the person who has led your group out of the building or any other member of staff.

Thank you for your cooperation.



1 Nature Trail
Enjoy wildlife and scenery over a beautiful half-mile stroll. Follow the signs from Caphouse.



2 Pit Ponies & Stables
See the last ever working ponies now happily enjoying their retirement with us.



3 FFG's Victorian Exhibitions
Discover the little known stories of the women and children who worked in the coal mining industry.



4 Coal Interface Building
Can you solve some of the safety and communication problems miners had to cope with underground?



5 Underground Tours
Collect your helmet and lamp, and descend 140 metres underground for an unforgettable 1 1/2 hour tour.



10 Hope Pit Winding Engines
What goes up must come down! Get to grips with pulley wheels - but don't let it trick the virtual Foreman wind you up!




9 Foreman Shaft
Hector the Helms guides you as overhead mine of the shaft's water system, plus fascinating interactive displays.




8 Workshops
See science in action with some real heavyweight machinery. Check out our live demonstrations (times vary - ask at Reception.)



7 Settling Ponds & Reed Beds
Nature gets to work in cleaning the water pumped from underground. Get closer to the wildlife with our viewing hides and Nature Trail.



6 Visitor Centre
Relax with a variety of refreshments in our licensed cafe, and discover a range of gifts for everyone in our museum shop.