

# Practical Information

**We want to help you make organising your visit as easy as possible. Please ensure that all group leaders read this information before you visit.**

## **Risk assessment advice**

Please use our risk assessment advice document to help you with your paperwork.

## **Supervision**

The Museum is a public building and adult group leaders must remain with their students at all times.

Our **Code of Conduct** outlines expectations of group leaders and their students.

Groups need the following ratios:

**Around the Museum site 1 adult: 10 students**

**Underground tour 2 adults: 17 students**

Underground tours will not take place without suitable adult supervision. If there are signs of dangerous behaviour on an underground tour, a guide reserves the right to bring the group to the surface

## **Insurance**

The 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.

## **Fire and emergency evacuation**

In the event of an emergency evacuation, please make your way to the nearest fire-assembly point (signposted on the map) and await instructions from a member of the Museum staff. Take a register of your group members and inform the fire brigade/member of staff if there is anyone missing.

## **Accidents and first aid**

All first-aid incidents should be reported to Reception. There are trained first-aiders on site and a dedicated first aid room, located near Reception.

## **Vehicles**

There are times when there can be moving vehicles and contractors on site. Please use pedestrian crossings on site and warn your pupils to exercise the same care as if in a public area.

## **Ponies**

Please note that animals can be unpredictable. We request that the ponies are not petted or fed.

## **SEN pupils**

Every effort will be made to include students with special educational or medical needs, although the safety of others must be maintained. Any special requirements should be taken into account at the planning stage and highlighted on your booking form.

## **Access**

All areas of the visitor centre are accessible to visitors in wheelchairs, including the library, galleries, shop, cafeteria and toilets. The majority of the surface is accessible. A shorter underground tour is provided for wheelchair users or those with mobility disabilities. For safety reasons the number of wheelchair users underground at any one time is limited to two. In exceptional circumstances the Museum reserves the right to refuse admission underground. Decisions will be made based on public safety.

## **The Underground Tour**

### **Duration**

The underground tour takes 1 hour 20 minutes, which includes time to collect and return hard hats and cap lamps. Parties descend at 15-minute intervals. Please arrive on time for your underground tour. If a group arrives more than 15 minutes late, they may lose their slot. Shorter tours can be arranged on request.

### **Contraband**

It is not safe to take cigarettes, matches or battery-operated items underground. Please leave these contraband items on your coach or in one of our lockable cupboards, or they will be kept in a locked drawer for safekeeping in the lamp room whilst you are underground.

### **Clothing**

The Museum is an outdoor industrial site with uneven surfaces and the Nature Trail can be muddy. The temperature underground is approximately 12°C.

**We advise that you bring warm clothing and sensible footwear. Trainers with flashing lights must not be worn underground for safety reasons.**

## **Lunch Facilities**

A picnic area is available for packed lunches, weather permitting. There is also a shared indoor space where pupils can eat their lunch, which will be allocated to you when you book. We ask you to leave these areas clean and tidy after use.

## **Toilets, Coat and Bag Storage**

Lockable cupboards are available for coats and bags in the shared lunch area. However, space is limited, so if possible please leave belongings on the coach. The Museum cannot take any responsibility for items left in the cupboards. Toilets are located near the shared lunch space.

## **Booking a Room**

You can book the Education Activities Room in the Learning Curve for the day if you need a base during your visit. The charge for this is £40.

## **Museum Shop**

The Museum shop stocks resources for teachers and items suitable for children. Goody bags are available on request. Supervised groups of up to ten pupils can visit the shop at any one time.

# Risk assessment advice

## for education group leaders Caphouse and Hope Pit Site

This document has been designed to assist you when completing your own risk assessment during a preliminary visit to the site.

Area	Potential hazards	Groups at risk	Museum control measures
<b>Transport</b>	Alighting from coaches	Pupils Adults	Designated coach bays Pedestrian crossings on site and walkways/paths
<b>General Museum site</b>	Road traffic accident with vehicles on site	Pupils Adults	Pedestrian crossings/paths in place 5mph speed limit on site Groups of younger children under effective supervision of designated adult from school whilst near roads and car-parks
	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 Museum staff who come into contact with children and contractors wear identity badges All Museum staff who come into contact with children are CRB checked
	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, and education staff trained in evacuation procedures Fire exits and assembly points clearly marked on-site, assembly points marked on map given out at Reception The fire alarm is a loud siren

<b>Area</b>	<b>Potential hazards</b>	<b>Groups at risk</b>	<b>Museum control measures</b>
	Nature trail: steep inclines Stream next to path	Pupils	Groups under supervision of designated adult from school Wear sensible shoes/clothing
	Steps	Pupils Adults	Groups under close supervision of designated adults and behaving sensibly, e.g. 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 rail-haulage 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
<b>Learning Curve &amp; Miners' Pantry</b>	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
<b>Public toilets</b>	Trips, slips and falls	Pupils Adults	Toilets cleaned and inspected regularly throughout day Procedures in place for cleaning up spillage Groups should be supervised in order to minimise spillages and vandalism which could cause a risk to other individuals in this area.
<b>Stables</b>	Ponies biting	Pupils Adults	Signs stating not to feed the ponies Strong stable doors Effective supervision by designated adults
	Cobbled yard, uneven floor	Pupils Adults	Effective supervision by designated adults

Area	Potential hazards	Groups at risk	Museum control measures
<b>Underground tour</b>	General	Pupils Adults	Groups are always accompanied by an experienced miner-guide Thorough safety checks are carried out on the underground on a daily basis Groups should always stay with their guide, and listen to instructions
	Banging head on low sections of roof	Pupils Adults	Hard hats provided Guide will warn of low girders/ walkways
	Trips, knocks, falls Uneven floor surface	Pupils Adults	Sensible shoes to be worn One designated supervising adult to be at front of group, the other at the back
	2 kg 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	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
	Trapping fingers in interactive exhibits	Pupils	Activities have been specifically designed to minimise the risk Hinged lids should only be operated by guide Effective supervision by designated adults
<b>Galleries and buildings</b>	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 Adults	Effective supervision by designated adults Some fittings have objects attached to them to prevent injury. Groups to stay behind protective barriers

Area	Potential hazards	Groups at risk	Museum control measures
<b>Workshops</b>	<b>Aunty Brenda's Pit Village Past</b> Tripping on edges of 'Parkinson's Yard' set Handling objects	Pupils Adults	Workshop led by education staff, in conjunction with effective supervision by designated adults Pupils briefed about how to handle objects safely
	<b>Sam/Sally Fletcher</b> Handling/trying on gus belt	Pupils Adults	Gus belt is appropriate size for pupils. Pupils instructed on how to wear it. Workshop led by education staff, in conjunction with effective supervision by designated adults
	<b>Dig Deeper</b> Table corners, falling from chairs, trapping fingers in sections of interactive model	Pupils	All chairs are checked regularly; tables have rounded corners Workshop led by Museum staff, in conjunction with effective supervision by designated adults Interactive model handled only by Museum staff
	<b>Mining Mechanisms</b> Bumping into interactive exhibits and objects Walking around site Injury during demonstration of line shafting and winding engine.	Pupils Adults	All chairs are checked regularly; tables have rounded corners Pupils briefed about how to move around safely Workshop led by education staff, in conjunction with effective supervision by designated adults Line shafting and winding engine operated by trained staff who stand behind barrier. No access for pupils to machines Machinery is maintained and kept in good working order by trained staff
	<b>Coal Seam: Time Machine</b> Table corners, falling from chairs, ingesting dental plaster during fossil activity, allergic reaction to dental plaster	Pupils	All chairs are checked regularly; tables have rounded corners Workshop led by Museum staff, in conjunction with effective supervision by designated adults Pupils given careful instructions about how to use plaster. Plaster mixed by Museum staff.

Area	Potential hazards	Groups at risk	Museum control measures
<b>Walking to Hope Pit site</b>	Road traffic accident with vehicles on site Crossing the roundabout	Pupils Adults	Designated pedestrian walkway 5mph speed limit on site Signs giving pedestrians priority Groups under close supervision of designated adults
<b>Hope Pit</b>	General	Pupils Adults	In case of accidents/emergencies, a Help Point, which connects directly to staff at Reception, is located next to the Snap Tin Café Trained first-aiders on site
	Exposed nature of site	Pupils Adults	Visitors should wear appropriate clothing
	Uneven ground	Pupils Adults	Visitors should wear sensible shoes
	Line-shafting machinery	Pupils Adults	Effective supervision by designated adults Groups stay behind protective barrier
	Blacksmith's forge	Pupils Adults	A locked barrier prevents access to the working area Effective supervision by designated adults
<b>Reed beds, bird hides and nature trail</b>	Steep inclines/uneven ground	Pupils Adults	Groups under supervision of designated adult Wear sensible shoes/clothing Designated pathways
	Wheelchair access to upper level only		
	Open bodies of water	Pupils Adults	Groups under close supervision of designated adult Settling ponds fenced Rescue equipment supplied near to reed beds Open-water warning signs
	Trapping fingers in sliding viewing shutters	Pupils	Groups under supervision of designated adult
<b>Railway</b>	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

## Notes:

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 as possible.

Some special workshops or events not listed here may have specifically identified hazards or risks. If you are involved in such an event, please speak to a member of the education team to discuss the risk assessment for your group.

Adequate adult supervision ratios of 1:10 children are requested, whilst on the surface.

Additional hazards will need to be identified by you in relation to your own group's individual needs.

This risk assessment advice has been prepared with reference to 'Five steps to risk assessment', published by the Health and Safety Executive – [www.hse.gov.uk](http://www.hse.gov.uk).

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

## Code of Conduct

**To ensure an enjoyable experience for all visitors at the Museum we ask that you follow our code of conduct.**

1. Students are supervised by an adult at all times (including in the shop, café and toilets)
2. Museum staff are not able to take responsibility for any students.
3. Students with statements of 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. No eating and drinking takes place during the educational workshop or in the galleries. Mobile phones must be switched off during workshops
6. Students walk carefully around the site, paying attention to moving vehicles. There should be no running.
7. Students should not climb on the machines on open display.
8. All visitors respect others by sharing spaces and keeping to time.
9. All visitors take care of the exhibits and the environment around them.
10. Bad language is not acceptable.
11. No contraband items (cigarettes, matches, or anything battery operated) are taken underground for health and safety reasons.
12. Please note that CCTV monitors the shop and incidents of shoplifting will be taken very seriously.

**Thank you for your cooperation**