

**Risk Assessment Information for School Visits**  
**Time and Tide, Elizabethan House and Tolhouse Museums**



<b>Health and safety</b>	<b>How to manage risk</b>	<b>How measures to manage risk will be communicated to students and accompanying adults</b>
<p><b>Supervision and behaviour</b></p> <p><b>Teachers</b> are responsible for the behaviour of pupils and young people in their party and have sole responsibility during any periods of down time.</p> <p><b>Children / young people</b> are expected to have a responsible attitude and show regard for the museum, its contents and other visitors.</p>	<p>Group leaders to stay with group at all times and to supervise carefully.</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will arrange to be reunited with their teacher.</p> <p>Use the museum reception desk as rendezvous point.</p>	<ul style="list-style-type: none"> <li>• Before the trip brief all accompanying teachers and adults outlining what is expected of them on the visit.</li> <li>• Ensure all group leaders (and older students) have site maps and copies of any timetables for the day.</li> <li>• Brief children/young people before the visit outlining how they should behave, to stay with their group leaders and what to do if they become separated from group.</li> </ul>
<p><b>First Aid</b></p> <p>All NMS Museums have trained members of staff able to provide First Aid treatment during public opening hours.</p>	<p>To contact a First Aider please ask a member of museum staff.</p> <p>Museum First Aiders have to complete an Accident Report giving details of circumstances and any injuries sustained for each incident.</p> <p>Please report any accidents or incidents during your visit to a member of staff so that they can be entered in the Accident Book.</p>	<ul style="list-style-type: none"> <li>• Brief accompanying teachers and adult helpers on First Aid procedures.</li> </ul>

<p><b>Fire and Evacuation</b></p> <p>An announcement or alarm will sound to alert staff and visitors of an evacuation. Museum staff will direct visitors to nearest fire exit.</p>	<p>Group leaders to accompany their groups via nearest fire exit to designated fire assembly point.</p> <p>Group leaders to take register and report any missing people to museum staff wearing high-visibility jackets.</p> <p>All NMS sites have robust evacuation procedures that conform to Norfolk County Council standards. In an evacuation please do not use any lifts. If you or anyone in your group has mobility difficulties please follow instructions given by your group leader.</p>	<ul style="list-style-type: none"> <li>• Cover fire evacuation and role of group leader procedure at the pre-trip briefing.</li> <li>• Tell children before arrival to stay with their group leader if there is an evacuation and to follow instructions carefully.</li> </ul> <p><b><i>If you or anybody in the group has mobility difficulties:</i></b></p> <p><b>Elizabethan House</b> Only the ground floor is accessible for wheelchair users.</p> <p><b>Tollhouse Museum</b> There are steps and stairways at the entrance and within the building. This makes the museum inaccessible to wheelchairs user and people with mobility problems may find access challenging.</p>
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