

# Health and Safety

Design Museum

224-238 kensington high street, london, W8 6AG

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The aim of this document is to provide information about the Design Museum's Health and Safety arrangements to help teachers write a risk assessment for their visit.

## Supervision and behaviour

Teachers, tutors and accompanying adults are required to supervise students at all times:

**In galleries** - please remind your students not to touch (unless specified), run or shout, however student discussion is encouraged. Please do not use any wet material – sketching is encouraged but only with dry materials. Photography is allowed unless otherwise stated.

**In a workshop** – a workshop cannot take place without the appropriate level of teacher or tutor supervision of 1 to 10. Please note that some workshops may require the use of scissors and the possibility of other sharp objects. The objects used in the workshops are museum items and may be rare and irreplaceable. We therefore ask that students treat objects with respect that will ensure they can be used for future learners.

Most of the objects used in teaching are industrial design products and have been mass produced. The risk of injury from handling objects is very low due to their robust nature. Where an object is delicate or requires specific handling students will be informed by the educator running the session. Some material samples are used to teach sections of workshops. The workshop educator will instruct students how to interact with these where applicable.

**In shop** – a maximum of ten students is allowed in the shop at any point. All students should have at least one supervising teacher present with them whilst in the shop.

**In the café** – Only food purchased the café can be consumed there.

**Museum in General** – the Design Museum staff can be identified by their uniform and ID badge. Staff should be treated with the appropriated level of respect. The museum does not accept abusive language towards staff.

## Museum Educators

All Design Museum educators have undergone a Disclosure and Barring Service (DBS) check. The Design Museum's educators can be identified by their tan brown apron uniform.

## Museum galleries

The Design Museum galleries are bespoke installations. Display cases and objects are at varying heights. Cases and objects may have sharp edges and corners that should be taken care around to avoid collisions or tripping. Interaction with objects and cases in the galleries should only be done where invited by signage. If you are unsure of what you are allowed to touch then please ask a member of staff in a Design Museum apron.

## First Aid

The Design Museum has trained members of staff who can administer first aid treatment. All first aid incidents and near misses are recorded. The closest accident and emergency department is at Chelsea and Westminster Hospital (020 3315 8000).

## Additional and access requirements

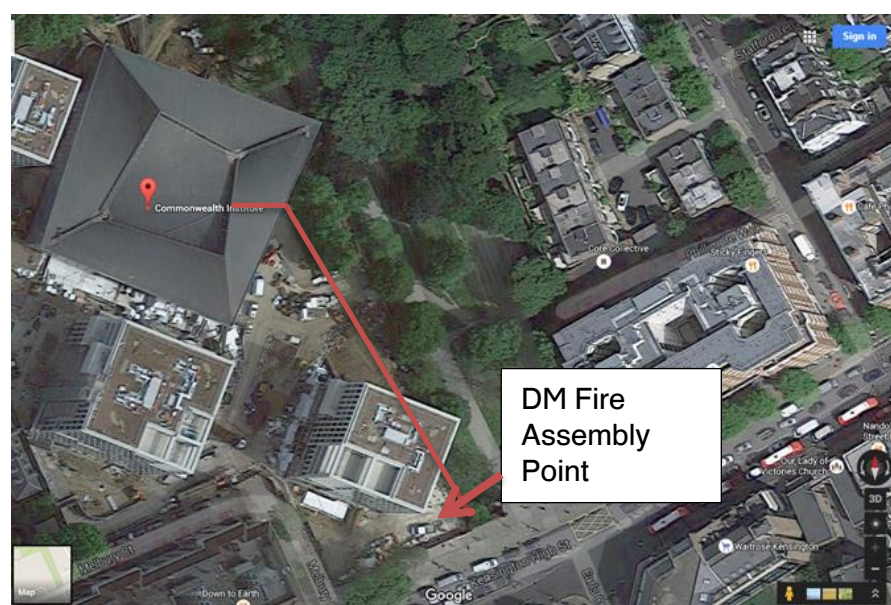
The Design Museum welcomes all learners and caters for additional needs, where possible, when accessing the Museum. If your group requires an additional requirement such as a quiet space or changing area then please contact our bookings team ahead of your visit. The Design Museum will endeavour to meet your groups requirements where possible.

## In the event of an evacuation

The Design Museum carries out weekly tests of all alarm equipment out of hours. The alarm will not be tested during the Museum's opening hours unless otherwise stated.

**On hearing the alarm** – An alarm system will alert visitors to an evacuation. The Design Museum's staff will assist in getting visitors out safely and leading everyone to the assembly point. Please lead your group out of the museum expediently. Please do not stop to take a register until you are at the assembly point. Please do not use the lifts during an evacuation.

**Assembly Point** – The designated safe assembly point for the museum is the area immediately outside the shop on the high street. (see map below)



**Refuge points** – To ensure visitors, staff or guests who are mobility impaired (MIP) are catered for in the event of an evacuation the museum has provided a refuge / safe haven point on each lobby of the protected stairwells, each point is fitted with a refuge call point and is rated to a minimum of two hours protection. The refuge points are equipped with evacuation chairs to be used by trained persons only.

**Fire Alarm Specification** – The fire alarm has been designed on an assembly and recreational basis, the museum does not have a staged evacuation, the alarm is a single stage evacuation whereby all areas are required to vacate immediately. The system installed in the museum is an intelligent multi-tiered system that operates dual detection heads; each head is designed to detect both heat and smoke.

### **Security**

CCTV is in operation within the premises. Images are monitored and recorded to help ensure the safety of visitors and the exhibits. All staff operating CCTV are trained and licenced to do so. If you see anything suspicious please report it to a member of staff. Please do not leave bags unattended. If you see any unattended bags please report it to a member of staff. Do not touch any unattended items.

### **Preliminary planning visit**

Teachers and tutors are strongly recommended to visit the museum in advance of their visit. These guidelines are designed to help you complete your schools risk assessment. It is not designed to replace you own risk assessment.

In order to assist teachers and tutors with the completion of risk assessments for a group visit, the museum can confirm that it has the following documentation and arrangements for health and safety in place:

- Health and safety policy (five or more employees)
- COSHH Assessments
- Risk assessments including premises and risks to visitors
- Inspection, testing and maintenance of equipment
- Health and safety training for employees (appropriate to any activities involved in the visit)
- Fire and emergency procedures
- First Aid
- Accident reporting
- Third Party Liability Insurance (a copy can be provided on request)

It is the responsibility of the teachers to supervise their students at all times. The following risk should be considered;

- Slipping, tripping or falling in the external environment
- Slipping, tripping or falling in the internal environment
- Minor injuries such as cuts or bruises from equipment in the Swarovski Foundation Centre for Learning (i.e. tables, chairs, scissors)
- Trapping fingers in doors
- Getting lost

When visiting the Design Museum both the external and internal environment should be considered.



## **External environment**

The Design Museum is located within Holland Park. Please check the Royal Borough of Kensington and Chelsea's website before planning any activities in the park.

Delivery vehicles will be in operation near the museum's entrance. Please follow instructions from the Design Museum security and staff.

The Design Museum parking is only for minibus being used by groups with additional access needs. The Museum has no on site coach parking. Drop off and pick-ups will be from High Street Kensington.

## **Internal environment**

The Design Museum is a public building with a number of floors and exhibition spaces. It is suggested that you create a meeting point, should any of your students become lost.

## **Terms and conditions**

For full terms and conditions please follow the links below;

[designmuseum.org/schools-colleges-and-universities/formal-education-terms-and-conditions](https://designmuseum.org/schools-colleges-and-universities/formal-education-terms-and-conditions)

## **Contact**

If you have any further questions or require additional support for your visit then please contact our bookings team can be contacted Monday to Friday (10:00 - 18:00) on +44 20 3862 5937 or +44 20 3862 5000 or contact via the online enquiry form.