

HEALTH AND SAFETY GUIDELINES

School/College

Lead Teacher

Date of visit

Time of visit

The Design Museum cannot assume a duty of care for your group.

When planning a visit to the Design Museum, groups are advised to ensure that a competent person carries out a risk assessment appropriate to their group's particular needs.

To facilitate this, you are welcome to make a **preparatory visit** to the Design Museum once you have booked your group visit. This visit **MUST** be booked in advance through the Learning Administrator on 0207 940 8782. You will be entitled to one free visit per booking.

In order to assist teachers with the completion of risk assessments for a group visit to the Design Museum, we can confirm that we have 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)

As part of our commitment to the safety of our visitors, there will be gallery invigilators who are trained in emergency procedures and first aid on duty at all times. Please take into account any students or staff who have disabilities, allergies or medical conditions and please ensure you have appropriate emergency contact telephone numbers.

Please ensure that all visitors are wearing appropriate clothing and that your group ensure that they keep their belongings with them at all times.

If you have any queries about the information above, please contact the Learning Team on 0207 940 8782 or learning@designmuseum.org