

Risk assessment advice for teachers

This document explains the health and safety arrangements at Winchester Science Centre to help you write your risk assessment for your visit.



Health and safety policies

Winchester Science Centre has written health and safety policy statements. All staff have mandatory health and safety training and instruction.

Car park and entry and exit

Winchester Science Centre has dedicated coach bays with clear pedestrian routes marked through the car park.

Fire and evacuation

We have fully tested fire evacuation procedures in place in case of fire and other emergencies. Our building is fitted with alarm systems and emergency exits are clearly marked.

Fire alarms are checked and evacuation procedures practised regularly.

Our exhibition, learning spaces and lunch areas

All of Winchester Science Centre's public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. They have been fully risk assessed. The spaces are continually checked on a daily basis to remove or minimise risks.

Our activities for schools

All activities, events and workshops are designed to remove or minimise risk and we carry out a risk assessment for every activity.

Our people

All of our staff have undergone a basic Disclosure and Barring Service (DBS) check and we carry out enhanced DBS checks for anyone involved in regulated activity (e.g. regular contact with the same children). Everyone is familiar with and complies with our Child Protection Policy.

First aid

We have members of staff who are trained in providing first aid. Please inform any of our staff if anyone requires assistance due to illness or injury. We have a first aid room located on the ground floor. All incidents are recorded.

Covid-19

Our staff will be wearing face coverings and we would prefer that all adults wear a face covering unless exempt.

We have carried out a full risk assessment and are complying with the current advice from [Public Health England](#).

Additional staff have been employed to carry out cleaning throughout the day.

We have communicated advice to all staff on how to minimise the risk of infection and that their duties involve cleaning.

Hand sanitiser is available on entry and throughout the building.

We are promoting a [hand washing campaign](#), which we are sending to all schools visiting us. Signage promoting hand washing has been posted around the Centre.

Lost pupils

Please inform any of our staff immediately if pupils become separated from the group and you are unable to find them. We have established procedure in place to deal with these situations.

Supervision

Winchester Science Centre is a public building and open to all. Please note that teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations. We require an adult to pupil ratio as follows:

Years 1-3 1:6

Years 4-6 1:10

Year 7 1:15

Further advice

If you need more information please email education@winchestersciencecentre.org.

For advice about access, please email access@winchestersciencecentre.org.

We hope that you have a safe and enjoyable visit to Winchester Science Centre.

