

DISCOVER CHILDREN'S STORY CENTRE

RISK ASSESSMENT INFORMATION FOR SCHOOL VISITS

This document provides relevant information to support teachers and schools to prepare risk assessments ahead of their visit to Discover Children's Story Centre.

Please review this entire document when preparing your own risk assessment and please email bookings@discover.org.uk or call 020 8536 555 if you have any further questions.

1. COVID SAFETY MEASURES

To ensure schools have a safe and fun visit to Discover, we have introduced new safety measures to minimise risks posed by Covid-19.

Visit times and capacity:

We are only taking school visits Monday to Thursday. Schools will not share play or workshop spaces with members of the public but your group may pass by members of the public on the way to your workshop room upon arrival.

Group sizes must remain maximum 30 pupils per class. We ask that only the minimum supervising adults required to meet child needs (teachers, carers, parents) accompany the group.

Safe entry and exit:

Schools are not permitted to arrive more than 15-minutes before their scheduled session.

Cleaning:

A deep clean will occur at the end of each day so materials and spaces are fully refreshed.

We have installed additional hand wash and sanitation stations throughout the building for all visitors to regularly use, and new signage to remind visitors to regularly clean hands during their visit.

Wipe stations have also been provided for visitors to clean items before and after playing, if they wish.

Additional free play for schools:

After your session, we permit 30 minutes of additional free play in our garden.

School lunches:

If you require a room for lunch, please book this in with our Bookings Team ahead of your visit. We have limited space available for school lunching and the cost is £20.

Cancellations & rescheduling:

We are permitting last minute rescheduling for schools who need to cancel their visit due to a Covid case/s preventing their visit from going ahead at the planned time.

Please do not visit Discover if you or anyone in your group has Covid symptoms.

2. GENERAL INFORMATION TO PREPARE YOUR RISK ASSESSMENT

Site visits:

Schools are welcome to arrange a visit to conduct a risk great assessment prior to bringing pupils to the centre. This must be pre-booked with the Education Team - education@discover.org.uk

Building design:

The centre is designed and built to be safe for schools and families to visit . The building is fully risk assessed, regularly maintained and checked on a daily basis, including all lunch areas, exhibitions, Story Worlds and the story garden. The garden is fully enclosed with gated entry, and the front entrance is always staffed during opening hours.

School sessions:

Activities conducted within school sessions are designed to be safe for pupils, minimising hazards and potential risks. Materials used are safe and child friendly, and schools will be informed in advance should a session include any activity that involves extra risk. Risk assessments are regularly updated and session activities have been revised to incorporate new Covid safety measures.

Fire & evacuation:

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, school groups will be escorted to a muster point by our staff who will work with teachers to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid:

Discover ensures that at all times there are relevant staff in the centre who are First Aid trained. Any specific medical needs of children or staff that may affect their visit to Discover should be provided by the school in advance.

Staff:

As standard, all Discover staff working directly with children undergo enhanced DBS disclosure checks and all staff are required to review Discover's Safeguarding and Child Protection and Health and Safety policies.

Insurance:

Discover has public liability insurance providing cover up to £10,000,000.

3. RESPONSIBILITIES OF THE SCHOOL

Teachers and school staff are responsible for the health and safety of pupils in their charge while visiting Discover. A member of school staff must stay with children at all times during the visit or in the event of an emergency evacuation.

Supervision:

All visiting schools must adhere to our minimum adult to child ratios as follows:

EYFS, KS1 & special schools 1:5

KS2: 1:10

We ask schools only bring the minimum number of teachers/staff required to meet their child needs.

Lost children:

In the event of a pupil being lost, the school must inform a member of discover staff immediately. Discover has in place tested procedures to deal with this situation as quickly as possible.