**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. 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 Bookings Team - bookings@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.

**2. 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.