

Safety Guidelines (Risk Assessment)

Children under the age of 16 must be supervised at all times during their visit and remain the responsibility of the teacher/group leader.

We suggest a ratio of:

- 1 adult: 10 pupils (Primary)
- 1 adult: 15 pupils (Secondary).

Where pupils require support on a 1:1 ratio, this adult should be included over and above these ratios.

Before your visit

- We recommend that teachers make a pre-visit to the Museum to plan their class visit and prepare their risk assessment
- Free entry can be arranged for teachers who have booked a school visit. Contact us on schoolsnwm@nms.ac.uk to discuss
- Pupils and teachers should agree appropriate rules of behaviour before coming to the museum.

Museum staff

Different staff will be on hand to help you during your visit. Please ask them if you have any questions.

Enablers

Enablers lead workshops and are dressed in black.

Visitor Experience team

The Visitor Experience team look after the galleries and help to enhance the visitor experience. They wear purple shirts and navy blazers.

Other Castle staff

Other Castle staff are dressed in black fleeces or red raincoats with Edinburgh Castle lion badge.

Group size

Larger classes should be split into smaller groups to explore the National War Museum. Certain areas and activities will be inappropriate for a full class size so please check before your visit.

First aid

The Museum has several designated First-aiders. If anyone is injured, please notify the nearest member of the Visitor Experience staff who will be able to help.

Fire alarm

- The Museum has clear evacuation procedures
- In the event of a fire alarm (a loud klaxon noise) a member of Museum staff will direct you outside. You are responsible for keeping your group together.

Getting lost

- It is helpful to agree meeting points for your group in case your group is split up. We suggest the statue of General Haig in Hospital Square
- Museum staff will assist with lost children.

Potential hazards

The following list of potential hazards around the Museum will assist you to compile your risk assessment for the visit.

Museum Entrance

There are cobbled walkways down to the museum. When it is raining there is a slight risk of slipping and falling – especially if feet are wet.

Throughout the Museum

- Large plate glass cases, doors or walls, which you might not see very well
- Potentially slippery floors and changes in flooring type and level
- Sharp edges (walls, cases and stairways)
- Objects, plinths and stands at low level that could be tripped over
- Low lighting, dark corners and cases.

Special features to remind class about

- Fire extinguishers should not be touched
- Large open spaces – please discourage pupils from running
- Large numbers of strangers and busy environment – importance of staying in groups and wearing identifying uniform or badge to assist museum staff with lost children
- The Museum is responsible for looking after treasured objects, for visitors now and into the future. Our objects are very valuable, and you can help us take care of them by not touching or leaning against them, even if they are not in a display case. Please ensure pupils do not touch objects even if they are within reaching distance
- Do not run in the Museum. Walk safely and stay together when moving between areas which can often be busy with other visitors
- Dress for the weather. Plan ahead to make sure you have appropriate clothing and protection for being outdoors.