



**Carmarthenshire Museums Service**

**Parc Howard Museum & Art Gallery  
Llanelli**

**PREPARING YOUR SCHOOL FOR A VISIT**

**SAFETY INFORMATION FOR SCHOOLS**

<b>CONTACT DETAILS</b>	
Address	Parc Howard Museum & Art Gallery Felinfoel Road Llanelli Carmarthenshire SA15 3LJ
Bookings Telephone	01267 228696 (Carmarthenshire County Museum)
Parc Howard Telephone	01554 772029
e.mail	<a href="mailto:museums@carmarthenshire.gov.uk">mailto:museums@carmarthenshire.gov.uk</a> (Carmarthenshire County Museum)

## **SAFETY INFORMATION FOR SCHOOLS**

### **Preparation for Risk Assessment and your School Visit**

**Venue: Parc Howard Museum & Art Gallery**

**Please remember that:**

- schools are responsible for doing their own risk assessments, and that
- we are unable to fill in, check or sign any sections of school risk assessment forms as these are not our responsibility.

**Teachers should refer to**

**‘Health and Safety of Pupils/Young People on Educational Visits - A Good Practice Guide, 1988’ (DfES)**

<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>.

This clarifies that it is the responsibility of teachers and group leaders to complete a risk assessment prior to any visit being made,

and

**Guidance Notes - Health and Safety of Children and Young People on Educational Visits/Activities** (Carmarthenshire County Council)

<https://www.amdro.org.uk/amdro/depts/governors/documents/>

**This document must be read in conjunction with the following DfES publications already circulated to schools: -**

**Supplement to Health and Safety of Pupils on Educational Visits**  
**Part 1 Standards for LEA’s in overseeing Educational Visits**  
**Part 2 Standards for Adventure**  
**Part 3 A Handbook for Leaders**

The safety information we provide is intended as a preparatory tool. It does not replace the need for your own risk assessment specific to the needs of your group and in line with the official guidelines and school/LEA policies.

Our safety information outlines the control measures undertaken by the Museum to avoid or reduce risk, together with rules of conduct for visiting groups. Your risk assessment will take into account the age, ability and specific needs of your group, any risk associated with your transport or possible weather at the time of your visit, in addition to the Museum's safety information.

We advise that all teachers/supervisors on the visit have copies of your risk assessment/relevant safety information.

Carmarthenshire Museums Service fully accepts its responsibilities under Health and Safety Legislation. A Health and Safety Policy is in place together with written risk assessments undertaken in respect of our legal duties relating to persons other than employees (i.e. visitors) coming onto our site and using our facilities.

Please be assured that the health and safety of visitors whilst on site is of our utmost concern. As part of the local authority we comply with its policies and guidance regarding health and safety matters and want to ensure that your visit is a fun, enjoyable and learning experience.

We operate a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for the safety and welfare of visitors/participants are qualified to undertake the duties they are assigned.

However, restricted circulation areas, uneven floors, stairs and the proximity of visitors to display cases, plinths and kickboards, and large objects on open display, such as furniture, means that a greater need of care by the visitors themselves is required.

Teachers and other school staff are kindly requested to work in partnership with the Museums Service by actively supervising children within their care whilst on site.

Pupils remain the responsibility of the school throughout the visit, including lunch times.

**We strongly recommend that group leaders conduct a preview visit in order to assess any potential risks for your group, as well as ensuring that your pupils get maximum benefit from their visit.**

<b>BACKGROUND</b>	
Experience	Parc Howard Museum & Art Gallery has been open to the public since 1912.
Venue Details	The Museum offers the opportunity to undertake a range of historical and cross-curricular activities. Visitors can learn about Llanelli's past through collections and displays of social history and fine and decorative art. A typical school visit lasts 2 hours.
Access	Parc Howard is a listed building and is not yet fully accessible. However, it is intended to make all galleries accessible. Access for wheelchair users is limited to the ground floor galleries at present. Our Access Statement is attached
Visitor Numbers	The Museum receives on average 12,000 visitors a year. Approximately 400 of these are in formal educational groups.
Governance	Parc Howard Museum & Art Gallery is a venue of Carmarthenshire Museums Service. The Service is part of Carmarthenshire County Council
Administration	Carmarthenshire County Museum (Abergwili) is the Museum Service's headquarters. It is recommended that all enquiries are directed there

	first of all.
Contact Information	To book a visit, discuss aspects of your visit or arrange a preview visit, please contact the County Museum on 01267 228696 or e-mail <a href="mailto:museums@cararthenshire.gov.uk">mailto:museums@cararthenshire.gov.uk</a> If after your visit you have any concerns or experienced any problems regarding the safety and health of members of your party we would welcome the opportunity to discuss these with you

<b>GENERAL SAFETY INFORMATION</b>	
Insurance (Public Liability)	The Museum has a public liability or third party insurance cover.
Staffing	Please be aware that under normal circumstances there is only one member of staff. This person looks after the front desk. Some school visits will require the presence of another member of the Museum staff to deliver all or part of the educational activity
Emergency Evacuation	Emergency evacuation procedures are in place. Museum staff, regularly based at Parc Howard, are familiar with and practice these regularly. In case of emergency, an alarm will sound and you should leave by the nearest safe exit - refer to attached plan - and follow the guidance of Museum staff.
First Aid	If First Aid is needed, please contact a member of the Museum staff who will assess and deal with the situation.
Schematic Map	A floor plan of the Museum is attached. Please photocopy the required number for all your group leaders.
Site Inspections	Museum staff conduct regular inspections of the buildings facilities, which are recorded.
Animals/ Animals Fouling in Public Access Areas	Only assistance dogs accompanying visitors who are deaf or blind are allowed on site. Drinking water is available. Please ask for assistance at Reception. Dogs must leave the premises to relieve themselves and staff will assist in identifying a suitable area.
Vehicle Traffic	Vehicular access is restricted. Accessible parking is available for blue badge holders only near the band stand but drivers must obey the 10mph rule within the park. The drive is unsuitable for coaches. Coaches must drop off on Felinfoel Road.

	School parties must approach the park on foot.
Welfare Facilities	Public toilets are available within the Museum. Packed lunches can be eaten in the park.
Review	This document and related safety information is updated regularly.

<b>EDUCATIONAL ACTIVITY INFORMATION</b>	
Activities	All of the activities offered are subject to specific risk assessment based upon current legislation, best practice, guidance and information.
Maximum Group Sizes / Supervision	Please ensure that your pupils are supervised <b>at all times</b> . We ask you to keep to the following ratio : School years 1 to 3 (ages 5 to 8) : 1 responsible adult : 6 children School years 4 to 6 (ages 5 to 11) : 1 responsible adult : 10-15 children School years 7 onwards (secondary age 11+) : 1 responsible adult : 15-20 children The above are the ratios suggested by the DfES. Group leaders should assess the risks and consider an appropriate safe supervision level for their group.
Required Visitor Conduct	Please behave in an orderly manner. Mobile telephones should be switched off during your visit. Please note that any group of students under the age of 16 <b>must</b> be supervised at all times and must remain the responsibility of the school <b>throughout</b> their visit. Unsupervised groups may find that they are denied entry or are asked to leave.  Please do not: <ul style="list-style-type: none"> <li>• take bags and coats into the galleries. Storage facilities are available near Reception.</li> <li>• take food or drink into the galleries.</li> <li>• enter areas which are not open to the public</li> <li>• run around the galleries and the building;</li> <li>• touch any exhibits;</li> </ul> The Museum reserves the right to ask groups or individuals behaving in an offensive or unreasonable manner to leave the site.
Medical Needs	The Museum should be contacted by the school or group leader if any pupil is known to have any specific or serious medical condition or requirement. We will need to consider and discuss emergency arrangements with you. Where it is safe to do so, we will aim to include fully

	pupils with specific or serious medical conditions within activities offered.
Facilities for Visitors with Special Needs	<p>The Museum tries to accommodate the requirements of all visitors with special needs. Please contact us <u>in advance</u> to clarify what provision can be made for members of your party who have special needs.</p> <p>Schools and group leaders must ensure that suitable arrangements are in place in order that appropriate supervision and assistance is available to pupils with special needs.</p> <p>Museum staff would be pleased to advise you in order to ensure that you gain access to all of the public areas. Our Access Statement is attached.</p>
Facilitator led sessions	The Museum will have assessed the risks involved in a particular activity and will verbally advise you of these and the control measures adopted.
Lost children	<p>Due to the size and layout of the Museum, children are at risk of getting lost if they stray from their group.</p> <p>Please advise children separated from their group to inform a member of Museum staff if they are lost. Should a group leader become aware that one of their group is missing, they should inform a member of Museum staff who will take appropriate action.</p>