



the Charterhouse

This sheet does not constitute a full risk assessment; it is the responsibility of the teacher to use this information while compiling their own assessment which should also be supported by a prior site visit.

Planning your visit

We recommend that all teachers and group leaders make a planning visit to the Charterhouse in order to familiarise yourself with the site and to identify any potential hazards for yourself. Please email our Learning Programme Manager, Cynthia Adobea-Aidoo at: cynthiaadobea-aidoo@thecharterhouse.org if you would like to organise a planning visit.

Historic buildings, museum and learning centre

All of the public spaces within the Charterhouse are maintained to ensure they are safe for schools and other visitors. The spaces are routinely checked to remove or minimise hazards.

There are some uneven steps, stones and gutters within the Charterhouse site, particularly in exterior courtyards. Some areas have loose gravel surfaces and there may be trip hazards; some cobbles and slabs may also be slippery when wet.

Activities for schools

All our workshops and activities are designed and managed to remove or minimise hazards. We carry out risk assessments for every activity which are regularly reviewed to ensure they reflect any changes to sessions.

Learning staff

All our staff, facilitators and volunteers have undergone a basic disclosure check. All staff who work with vulnerable groups (adults or children), or who work with the same group on a regular basis, have undergone an Enhanced Disclosure Check. We have a full safeguarding policy to which all our practices and procedures comply.

Accidents and First Aid

We have members of staff that are first aid trained and first aid kits in several, accessible, locations onsite. If a member of your group becomes unwell or requires assistance due to illness or injury, please let a member of learning staff know immediately.

Fire and Evacuation

In the event that an evacuation is necessary school groups will be escorted to the nearest exit. Please leave the building quickly and calmly. Do not stop to collect coats bags and do not use the lift. At the designated muster point our staff and volunteers will ensure that all staff and pupils are present and safe. Our staff will update you and then allow you back into the building once the all-clear has been given and staff have returned to their posts. Our buildings are fitted with alarm systems and the emergency exits are clearly marked.

Supervision

Teachers and accompanying adults are responsible for Health and Safety of their group whilst onsite at the Charterhouse and should ensure that they remain with their group at all times.

For school visits we require the following staff to pupil ratios:

Special schools – 1:5

Primary schools – 1:6

Secondary schools – 1:15

Access

All of the public areas of the Charterhouse are fully wheelchair accessible with a lift to each floor that takes a wheelchair and an assistant. There is an accessible toilet situated in the ground floor reception.

Lost pupils

Please inform a member of the learning team immediately if any pupils become separated from your group and you are unable to find them. We have effective and swift procedures in place to deal with these situations.

Site building work (October – December 2016)

We are currently in the middle of capital works to areas of the Charterhouse. This is to create a brand new museum, learning centre and public square opening in January 2017. This means that parts of the Charterhouse are a live building site. Site areas are clearly marked. **Do not enter site areas.** For the safety and security of your group we must stress that you keep to the areas indicated by members of our learning team.

Additionally, we are also undertaking conservation works within this period. Conservation works may cause temporary hazards. The Learning Programme Manager will advise you of these when you make your planning visit.

Further information

If you need more information to aid you in preparing your risk assessment or would like to discuss your visit further please contact our Learning Programme Manager, Cynthia Adobea-Aidoo at: cynthiaadobea-aidoo@thecharterhouse.org

We hope you have a safe and enjoyable visit to the Charterhouse.