

Issues to consider when Planning your Visit

Purpose and Rationale

We are a hands-on Museum and encourage learning to take place in a multi sensory environment, but there are some things that require your judgement and where you need to exercise control of your group of young people.

We are here to assist your children gain maximum learning from the visit through working in close partnership with you.

You are responsible for their behaviour at all times. This includes times where you may meet other visitors to the museum and show them respect during their visit.

What we need you to do?

Significant Hazards that we have identified	What we have done	What we want you to do	Your Personal notes you may wish to consider other issues e.g. children's needs and Accompanying adults
Climbing on machinery	All our machinery that is on gravel is not to be climbed upon. We have provided a play area where children can climb onto a tractor.	Brief your children and staff about not climbing on machines. Identify the play area when you arrive	
Inside Exhibitions	All exhibits are tied down and barriers are in place.	Please ensure your group is on the correct side of the barrier	
Stairs and Steps High Places	We have enclosed some high areas with Perspex and our volunteers are trained on how to move your group up and down stairs	Please ensure that there is an adult supervising each group moving on our staircases. Adult –up last, down first	
Slips and Trips	Our site is a natural site and the grounds are uneven, with low level walls associated with an ancient monument. There is a large lawn for letting off steam at lunchtime	Please ensure when moving around our site children walk and do not run.	

Significant Hazards that we have identified	What we have done	What we want you to do	Your Personal notes you may wish to consider other issues e.g. Pupils needs and Accompanying adults
Members of the public	The site is not open to the public until noon. We have a process to help group changeover and have devised a timetable for the day	Please ensure appropriate adult(s) for each sub group. You are responsible for the supervision of your children at lunchtime and setting boundaries for them.	
Dirty hands before eating food	We provide facilities for washing hands before lunchtime Our Chickens are tame and partial to sandwiches. Please do not feed them.	Please ensure that your children have washed their hands before eating Brief your children about not feeding the chickens	
Plants, shrubs and weeds	We are in a rural setting and there are some plants on site which produce poisonous berries and irritant sap. We regularly weed kill and trim back dangerous plants	We are in the countryside, please ensure that your children to not pick, collect or touch any plant	
Raised pond	Access gate will be closed with a sign on warning parents to look after children. Pond is raised so children cannot inadvertently fall in. Signs on pond warn children not to climb on it. Inside level of pond is raised near to edge so water level only 2 inches deep.	Please do not let children into pond area without close supervision. Please warn children not to climb on pond.	
IN THE EVENT OF A FIRE OR EVACUATION	We have a designated meeting point in the event of a fire or evacuation, this is the grey tractor by the front gates	Calmly escort your children from where you are in the museum to the grey tractor.	

PLEASE REMEMBER

Walk - Don't Run
Climb on the play equipment – not the exhibits
Be careful on any stairs
Be polite to other visitors
Stay the right side of the barriers