

V&A Dundee

Risk Assessment advice for Schools and Colleges

Planning visits

Teachers are strongly advised to visit the Museum in advance of their school or college visit in order to conduct their own risk assessment. This document provides advice only. Responsibility for the pupils on school or college visits remains with the teachers at all times.

All the museum's public areas have been designed and are maintained to ensure that they are safe for visiting groups. These spaces are continuously checked daily to remove or minimise hazards.

Our activities for groups

All our activities are designed and managed to remove or minimise hazards and we carry out a risk assessment for every activity.

Our people

All our staff, facilitators and volunteers have undergone a basic disclosure (police check) and we carry out an enhanced disclosure for anyone involved in regulated activity (e.g. regular contact with the same children).

Fire and evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, please lead your group calmly to the nearest exit and follow the instructions of our fire marshals (in orange Hi-Viz vests) who will assist your group with exiting the museum and following the appropriate procedure. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

First aid

We have members of staff who are trained in providing first aid. Please inform our gallery staff or an activity leader immediately if anyone in your group requires assistance due to illness or injury.

Insurance

We have public liability insurance.

Lost group members

Please inform our gallery staff or an activity leader immediately if any group members become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

Supervision

Please note that group leaders are responsible for the health and safety of their group. We recommend that group members under the age of 14 are always accompanied by a responsible adult while in our buildings and during any emergency evacuations. We recommend the following adult to child ratios: • under 5s – 1:3 • ages 5–11 years – 1:8 • ages 12–16 years – 1:15.

If you have any queries about your visit, please contact our Learning team at schools@vandadundee.org

Location	Possible Hazard identified (to pupils and teachers)	Existing Control Measures	Further Action taken by School (add your own comments)
Museum Exterior Space	Slips, trips, falls Slips, trips, falls in reflecting pools Proximity to busy road Child becomes lost/separated from group	Paths kept clear Bollards and benches to identify pedestrian area. Tactile paving marking out reflecting pools Safeguarding policy & procedures First aid trained staff in museum	
Entrance Foyer/Locke Hall	Slips, trips, falls on polished floor Sharp corners on welcome desk and oak wall panels Child lost/separated from group	Warning signs to identify spills and slippery conditions Visitor Assistants in all public spaces Safeguarding policy & procedures First aid trained staff in museum	

Café / Shop	<p>Hot drinks on table/trays in the public space</p> <p>Sharp corners on shop display stands</p>	<p>Café area clearly identified. Cups provided with lids.</p> <p>Low level displays and clear lines of sight around children's shop display.</p> <p>Visitor Assistants & staff in all public spaces</p> <p>Safeguarding policy & procedures</p> <p>First aid trained staff in museum</p>	
Alliance Trust Stair	<p>Slips, trips, falls</p>	<p>Handrails on stairs</p> <p>Stair edges marked tread edge highlighter</p> <p>Lifts available to bypass internal stair</p>	
Lesley and Brian Knox Terrace	<p>Slips, trips, falls</p>	<p>Terrace closed in strong winds</p> <p>Safeguarding policy & procedures</p> <p>First aid trained staff in museum</p>	
Upper Foyer / Inches Carr	<p>Slips, trips, falls</p> <p>Sharp corners on shop display stands</p> <p>Books falling from high shelves</p> <p>Child lost/separated from group</p>	<p>Visitor Assistants & staff in all public spaces</p> <p>Safeguarding policy & procedures</p> <p>First aid trained staff in museum</p>	

Juniper Auditorium	Slips, trips, falls Overcrowding Child lost/separated from group	Safeguarding policy & procedures First aid trained staff in museum Maximum capacity of 160 not be exceeded (60 when Robertson Studio in use)	
Designer in Residence	Slips, trips, falls Sharp corners on table Sinks and sockets along back wall Overcrowding Child lost/separated from group	Sockets turned off when not in use Taps turned off when not in use Safeguarding policy & procedures First aid trained staff in museum	
Robertson and Weston Studios	Slips, trips, falls Sinks and sockets on wall Overcrowding Child lost/separated from group Sustaining light injury on equipment in the Learning studios, such as tables, chairs and craft items including scissors and glue	Public areas regularly inspected professionally for visible defects such as worn wiring or scorched plugs. Sockets turned off when not in use Taps turned off when not in use Safeguarding policy & procedures First aid trained staff in museum Maximum capacity of 40 not to be exceeded	
Scottish Design Galleries	Slips, trips, falls Low lighting Collision with display cases and corners	Visitor Assistants & staff in all public spaces Safeguarding policy & procedures First aid trained staff in museum	

Michelin Design Gallery	Slips, trips, falls Child lost/separated from group <i>(Risks vary with visiting exhibitions)</i>	Visitor Assistants & staff in all public spaces Safeguarding policy & procedures First aid trained staff in museum	
Edmundson Gallery	Slips, trips, falls Child lost/separated from group <i>(Risks vary with visiting exhibitions)</i>	Visitor Assistants & staff in all public spaces Safeguarding policy & procedures First aid trained staff in museum	
Picnic Room	Slips, trips, falls Overcrowding	Safeguarding policy & procedures First aid trained staff in museum Max. capacity of 40 not be exceeded.	
Toilets	Slips, trips, falls Child lost/separated from group	Safeguarding policy & procedures Accessible toilets available Cleaning in progress signs used by cleaning staff.	