

**NORFOLK MUSEUMS & ARCHAEOLOGY SERVICE  
INFORMATION ON RISK ASSESSMENTS FOR VISIT LEADERS AND YOUNG PEOPLE**

## Gressenhall Farm and Workhouse

<b>Health &amp; Safety Information</b>	<b>How to manage risk</b>	<b>How are measures to manage risk going to be communicated to students and accompanying adults?</b>
<p><b>Supervision and behaviour</b></p> <p><b>Teachers</b> are responsible for the behaviour of pupils and young people in their party and have sole responsibility during any periods of down time</p> <p><b>Children / young people</b> are expected to have a responsible attitude and show regard for the museum, its contents and other visitors</p>	<p>Group leaders to stay with group at all times and supervise carefully</p> <p>Any child who becomes separated from their group should make themselves known to a member of museum staff who will arrange to be reunited with their teacher. Use museum reception desk as rendezvous point.</p>	<ul style="list-style-type: none"> <li>• Before the trip brief all accompanying teachers and adults outlining what is expected of them on the visit</li> <li>• Ensure all group leaders (and older students) have site maps and copies of any timetables for the day</li> <li>• Brief children/young people before the visit outlining how they should behave, to stay with their group leaders and what to do if they become separated from group</li> </ul>
<p><b>Fire and Evacuation</b></p> <p>An announcement or alarm will sound to alert staff and visitors of an evacuation. Museum staff will direct visitors to nearest fire exit</p>	<p>Group leaders to accompany their groups via nearest fire exit to designated fire assembly point.</p> <p>Group leaders to take register and report any missing people to museum staff wearing high-visibility jackets</p> <p>All NMAS sites have robust evacuation procedures that conform to Norfolk</p>	<ul style="list-style-type: none"> <li>• Cover fire evacuation and role of group leader procedure at the pre-trip briefing</li> <li>• Tell children before arrival they should remain with their group leader if there is an evacuation and to follow instructions carefully</li> </ul>

	<p>County Council standards. In an evacuation please do not use any lifts. If you or anyone in your group is a wheelchair user or is unable to use the stairs please ask member of museum staff for assistance</p>	
<p><b>First Aid</b> All NMAS Museums have trained members of staff able to provide First Aid treatment during public opening hours</p>	<p>To contact a First Aider please ask a member of museum staff</p> <p>Museum First Aiders have to complete an Accident Report giving details of circumstances and any injuries sustained for each incident</p> <p>Please report any accidents or incidents during your visit to a member of museum staff so that they can be entered in the accident book</p>	<ul style="list-style-type: none"> <li>• Brief accompanying teachers and adult helpers on First Aid procedures</li> </ul>
<p><b>Road Crossing</b> Briefing notes will be sent with confirmation of booking.</p>	<p>Careful supervision of crossing the road by responsible adults</p> <p>Briefing notes provided in advance for all visiting groups</p>	<ul style="list-style-type: none"> <li>• Before arrival brief accompanying adults and teachers that there is a road on site, go through briefing notes on road crossing.</li> <li>• Party leader to give clear instructions to children about road crossing at the start of the visit.</li> </ul>
<p><b>River</b> Group safety at water margins leaflet will be sent with confirmation of booking.</p>	<p>Pre-visit recommended. Careful supervision of any riverside activity by responsible adults. Use siren to summon help and throw life</p>	<ul style="list-style-type: none"> <li>• Before arrival brief accompanying adults and teachers that there is a river on site (on the perimeter edge of farm), that they are to supervise any riverside activity</li> </ul>

	<p>belt if somebody falls in. If there is a riverside activity planned, party leader to assess conditions on water edge on the day and abandon activity if weather conditions make it too slippery, muddy or dangerous in any way.</p>	<p>carefully and what to do if somebody falls in. Instruct group leaders to abandon riverside activity if weather conditions deteriorate during the day</p> <ul style="list-style-type: none"><li>• Party leader to give clear instructions given to children about river at the start of the visit.</li><li>• Take mobile phone numbers of group leaders and ring if riverside activity is to be abandoned on the day?</li></ul>
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<p><b>Adventure Playground</b></p>	<p>Good supervision by responsible adults especially during downtime. First aider on site.</p>	<ul style="list-style-type: none"> <li>• Before arrival tell accompany adults and teachers before the visit that there is an adventure playground. If the children are to visit playground, give instructions that group leaders are to stay with the children and supervise carefully</li> <li>• Party leader to give clear instructions to children before arrival about appropriate behaviour.</li> </ul>
<p><b>Farm – contact with animals, allergic reactions</b> DEFRA health and safety leaflet will be sent with each schools confirmation of booking</p>	<p>Read DEFRA health and safety leaflet prior to visit. Group leaders should ensure everybody washes their hands carefully after visiting farm.</p>	<ul style="list-style-type: none"> <li>• Party leader to give children and accompanying adults clear instructions about safe behaviour before the visit. Do not put fingers in mouth. Wash hands after contact with animals and before eating.</li> <li>• Party leader to ask any woman who may be in early pregnancy not to visit farm during lambing season (March to May)</li> </ul>
<p><b>Farm – kicks and bites from horses</b> DEFRA health and safety leaflet available will be sent with each schools confirmation of booking</p>	<p>Read DEFRA health and safety leaflet prior to visit Children carefully supervised throughout farm visit. Horses and carts operated by trained members of staff. Children kept at safe distances from horses and cart at all times. Instruct pupils to walk so that animals are not startled.</p>	<ul style="list-style-type: none"> <li>• Party leader to give clear instructions given to children and accompanying adults at the start of the visit. No unsupervised contact with animals allowed. Keep safe distance from horses and carts at all times.</li> </ul>