

Whitby Literary and Philosophical Society
WHITBY MUSEUM
FIELD TRIP RISK ASSESSMENT and General Information

General

YOUR FIRST POINT-OF-CONTACT IS ALWAYS THE CUSTODIAN ON DUTY AT THE FRONT DESK

The Custodians are First-Aid trained, (First Aid in the Workplace for Appointed Persons), and also trained in the use of fire equipment This training is renewed every three years.

There is First-Aid equipment available.

There are break-glass fire alarm switches throughout the building.

If you need emergency assistance, and you are near an internal telephone, dial 200 to reach the Front Desk.

The Doctors' Surgery is within 1/4 mile, and the hospital 1/2 mile.

Whitby Literary and Philosophical Society carries Public Liability Insurance of £5m.

Behaviour

At all times commonsense should prevail.

Do not run, or allow children in your group to run.

Please be aware that the floor is uneven in places; please watch your footing, especially ladies in narrow heels.

Do not attempt to lift the heating grilles; if something important is dropped through a grille, alert a Custodian.

Any liquid spillage should be reported straight away.

Teachers must be aware at all times of where their children are. Custodians have the right to reprimand children misbehaving, where such behaviour is potentially risky, without first asking a teacher's permission.

Evacuation procedure and exits

NOTE: some of the external doors sound an alarm when opened; this is only short and should not be confused with the Fire Alarm, which is continuous.

In the event of a fire, the alarm will sound continuously and all fire doors will close automatically.

All persons should leave the building by the nearest safe exit. The Custodians will act as stewards.

DO NOT PANIC. Leave all personal belongings, coats, bags etc.

DO NOT USE THE LIFT.

If you are on the upper floor and unable to get down the stairs you should enter the 'Staff Only' corridor and wait for further instructions. (If you are near an internal telephone, Dial 200 to contact the Front Desk, or press 9 for an outside line to ring emergency services.)

From the Main Hall there are four emergency exits. Viewed from the Front Desk, these are:

The main entrance through the art gallery;

The rear (disabled) entrance, directly opposite;

The side (staff) entrance, to the right;

The fire exit from the lower floor of the New Wing to your left

If you are in the New Wing, you should leave by the nearest exit.

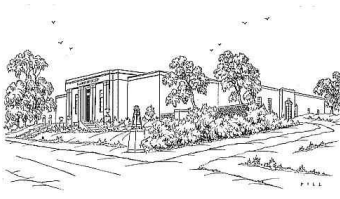
There is one at the foot of the stairs, on the lower floor;

If this is blocked, exit should be made through the Main Hall as above.

If the cafe is open there is also an exit through the gardeners' store into the park

Once outside you should make your way to the car park at the rear of the building. This is the designated assembly point. Please wait here until advised further.

[All our equipment is serviced regularly, and practice drills carried out]



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Power failure

In the event of a power cut please stay exactly where you until directed by the Custodians on duty.

In all cases you will be led to the outside, and asked to wait in the children's play area until advised to return.

[The emergency lighting system is permanently on standby; however there is risk of bumping into glass cases and objects, throughout the Museum, especially in the Main Hall where there are no external windows.

Rechargeable torches are kept permanently on charge]

Cases and Objects

All new glass cases comply with BS6206.

Existing cases where the glass extends below 800mm have been treated with film to comply with BS2606.

'Do not lean' notices are placed on appropriate flat glass surfaces. Please be particularly aware of the top covering the large model of Whitby in 1830.

A table has been provided for children to work at, with movable benches.

Critical items are anchored at two points, and checked annually.

Heavy fossils and architectural stones, not in display cases, are placed at low level.

Lift

The lift in the New Wing operates between the three floors.

All children should be accompanied when using the lift; Please do not let children play in the lift.

DO NOT USE THE LIFT IN THE EVENT OF AN EMERGENCY

Toilets

There are toilets on the main level at the Gallery entrance, and on the upper and lower floors of the New Wing. For school parties we would recommend the toilets on the lower floor of the New Wing, as these have more capacity. For safety and security, especially when the Museum is busy with other users, it may be better for teachers to allow children to enter the toilets in groups, and to wait outside the door for them.

There are 3 wheelchair-accessible toilets;

- 1: near the disabled entrance to the Main Hall
- 2: on the upper floor of the New Wing
- 3: on the lower floor of the New Wing

Photography

Photography is permitted with permission. We have a permission form at the Front Desk. A fee will be made. Please note: still photography only, NO FLASH.

Please be considerate of others when taking pictures. Be careful also of cases, fittings and stairs.

Always ask permission before photographing other people; always seek parental consent before you photograph children. Whitby Literary and Philosophical Society will not be held responsible for any breach in this regard.

In general, use commonsense.

These guidelines are issued to help you, and others, enjoy Visiting the Museum.

If in doubt ask a Custodian.