



RISK IDENTIFICATION CHURCHILL WAR ROOMS

Risk Identification

Teachers are advised to carry out a preliminary visit in advance of their school trip to CWR in order to conduct their own risk assessment. Responsibility for pupils on school visits remains with the teachers at all times.

Everyday hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises are inherent in all environments. The following site specific factors should be considered in relation to the individual needs of each group member.

External Environment

- The Churchill War Rooms is located in Central London close to Parliament Square and St James's Park.
- There is a busy road immediately in front of the entrance to the building.
- The museum building is entirely underground and is entered by steps from pavement level. There are no windows in the public areas.
- Group leaders are advised that the wall to the right side of the main entrance of the Churchill War Rooms surrounds an exit stairwell with a risk of a sudden drop. Group members should be instructed not to sit on the wall or obstruct the stairwell.

Internal Environment

- The Churchill War Rooms is a public building and has a variety of entrances/exits, galleries and exhibition spaces with different lighting levels. This can be very disorientating. It is suggested that a meeting point in a highly visible location be agreed with all group members, prior to entering the premise.
- Exhibitions may display material relating to the consequences of conflict. Teachers should consider what is age appropriate for their students.

Supervision, Behaviour and Recommended Attire

- Groups must have the correct adult-to-pupil [children] ratio of 1:10.
- Churchill War Rooms reserves the right to refuse admission to groups who do not meet this ratio on the day.
- Lost pupils should make their way to the Information Desk where staff will assist them in locating their supervising adult.
- Supervising adults must remain with their students at all times to supervise their activities, monitor their behaviour, ensure their health and safety, and accompany them in the event of an evacuation.
- The Churchill War Rooms reserves the right to refuse admission to groups who do not meet the adult-to-pupil [children] ratio on the day. We also reserve the right to eject visitors if:
 - A group or a member of the group engages in antisocial behaviour which adversely affects the safety/enjoyment of other visitors
 - A member of the group causes damage to exhibits
- Please brief your pupils/children about appropriate behaviour and have contingency measures in place in case anyone is asked to leave the building.
- Sensible footwear is recommended.

Fire and Evacuation

- Supervising adults should familiarise themselves with the locations of all the fire exits. They should brief their pupils and accompanying adults about the evacuation procedures and agree an assembly point outside the building in advance of their visit.
- A siren and announcements over the public-address system are used to alert staff and visitors of an evacuation. Lifts should not be used.
- At the Assembly Point, teachers should take the register and report any missing persons to a member of Churchill War Rooms security staff.

First Aid

- Please ask a member of staff if you require any treatment during your visit.
- Please report any accidents to the Information Desk for recording in the accident book.
- Churchill War Rooms has members of staff trained to provide basic first aid treatment, although first aid provision is ultimately the responsibility of the principal leader/ teacher leading the group.

Security

- The inside and outside of Churchill War Rooms are covered by a comprehensive network of CCTV cameras. Images are monitored and recorded to help ensure the safety of visitors and the exhibits.
- Please do not leave bags or other personal items unattended.
- Please do not touch any unattended items. If you see anything suspicious please report it to a member of staff immediately.

Safeguarding Children and Disclosure and Barring Service Checks (DBS)

- All staff have passed through a security vetting system and carry ID cards with their photograph so they can be recognised by visitors.
- Staff working directly with pupils are experienced professionals and have undergone the Disclosure and Barring Service Checks (formally known as the 'Enhanced Criminal Records Bureau [CRB] disclosure'.)
- Churchill War Rooms has a Protection of Children and Vulnerable Adults policy in place.
- Please report any incident or allegation of inappropriate behaviour to a member of staff immediately.

Activities & Exhibitions

- Any materials to be handled as part of the programmed activities (such as in learning sessions) have been risk assessed.
- Staff leading the activities will advise those taking part of any necessary precautions and will ensure safe behaviour.
- Exhibitions may display material relating to the consequences of conflict. Teachers/leaders should consider what is age appropriate for their pupils/children.

- The environment can be very disorientating. It is suggested that a meeting point in a highly visible location be agreed with all group members.