



Part One: IBCC General Risks

This covers the general risks for a typical school visit or planned activity day/event.

We have Public Liability insurance which covers the Centre for up to 5 million pounds.

A defibrillator, bodily fluids kit and first aid kits are located on site at the main reception desk.

We have trained first aiders on site at all times but would ask schools to ensure a trained first aider is included in their party.

We ask all schools or groups visit to ensure that staffing levels are sufficient to enable each individual activity group to be accompanied by at least 2 members of accompanying staff. Schools also advised that they remain responsible for pupil behavior/welfare throughout the visit and at least one staff member must be with children at all times.

Area/ Activity	Hazards	Control Measures
Safeguarding	<ul style="list-style-type: none"> • Risk of inappropriate contact with children or vulnerable persons 	<ul style="list-style-type: none"> • All staff with regular and sustained access to children or vulnerable persons hold a valid DBS check. • All volunteers working with young persons or vulnerable persons will be required to provide references to the Learning Officer (LO). • All children and vulnerable adults must be accompanied to the toilet by a member of their group support staff • at least one accompanying adult must remain with each group at all times when they are divided into smaller groups for activities. • Young or vulnerable persons will not be left alone with Education team staff or volunteers.
Photography	<ul style="list-style-type: none"> • Risk of capturing a child with prohibition 	<ul style="list-style-type: none"> • LO will send out a request form ahead of groups arrival should

	order upon them in on site photography	<p>photography in their session be planned</p> <ul style="list-style-type: none"> • A photography taking place sign is placed at the entrance to the Centre when photography or filming crews are on site • Permissions are obtained for any photographs taken which will be used in marketing material. • All personal data is stored in accordance with our Data Protection policy- available on request.
Car Park /Coach Bay	<ul style="list-style-type: none"> • Cars/traffic • Members of the public • Getting lost • Slips or trips 	<ul style="list-style-type: none"> • LO will meet all groups from the coach • All booked groups are instructed to wear suitable clothing and footwear
Exhibition Spaces	<ul style="list-style-type: none"> • Pupils getting lost • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Pupils to be encouraged to sanitise their hands when entering exhibition spaces • Pupils divided into small groups and will be escorted by a responsible adult from their party • Teachers bring a register and take regular head counts • Volunteers and LO to guide and help school groups • Volunteers to be easily recognized in uniform and wearing a name badge
Inside Chadwick Centre	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Fire and evacuation procedures covered in Welcome briefing • Fire extinguishers throughout the site • Fire exits clearly marked • Fire alarm system in place and regularly checked • Volunteers/ LO to lead evacuation
Inside Chadwick area	<ul style="list-style-type: none"> • Accessibility 	<ul style="list-style-type: none"> • Lifts are not accessible during a fire evacuation • Safe wait areas are provided with telephone connection to reception • Groups are requested to make LO aware of any accessibility issues as part of the booking process.

Inside Chadwick Area and in Peace Gardens outside	<ul style="list-style-type: none"> • Contact with the public 	<ul style="list-style-type: none"> • Pupils divided into small groups and will be escorted by a responsible adult from their party • Pupils reminded about appropriate behavior throughout the day
Inside Chadwick Area and in Peace Gardens outside	<ul style="list-style-type: none"> • First Aid 	<ul style="list-style-type: none"> • All injuries recorded in the accident book • Staff or LO to call an ambulance for serious • Injuries • Defibrillator, Bodily Fluids Kit and First Aid kits available on site • Covid safe resuscitation masks in first aid box • Groups should ensure they bring with them a trained first aider as part of their adult supervisors.
Shop	<ul style="list-style-type: none"> • Stock falling on pupils • Freestanding units • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Pupils to visit shop in small groups • Pupils encouraged to only touch things they intend to buy • Teachers to always supervise pupils • Pupils encouraged to sanitise hands before entering the shop
Toilets	<ul style="list-style-type: none"> • Visitor queues for toilets • Pupils getting stuck in the toilets • Flood caused by leaving the tap • running • Slips, Trips and Falls • Burns or scalding from hot water or hand driers 	<ul style="list-style-type: none"> • Pupils to visit toilets in small groups with a responsible adult • Teachers to remind pupils about taps and check cubicles after use • Toilets to be checked and cleaned regularly • Limit numbers in toilets • Pupils to be reminded about social distancing • Pupils to be reminding to wash hands thoroughly
Lifts	<ul style="list-style-type: none"> • Pupils getting stuck in the lifts 	<ul style="list-style-type: none"> • Pupils with access requirements to use the lift with adult supervision
Stairs	<ul style="list-style-type: none"> • Slips, Trips and Falls • Spillages 	<ul style="list-style-type: none"> • Pupils to use stairs in single file under adult supervision. • Encourage use of handrail

Part Two: The Spire, Memorial Walls and Peace Gardens

The Spire tour led by volunteers is a key part of the school visit and takes place outside.

Area/Activity	Hazards	Control Measures
General Grounds	<ul style="list-style-type: none"> • Getting lost • Allergies • Weather • Members of the Public 	<ul style="list-style-type: none"> • Staff and volunteers in uniform and easily recognised • Pupils divided into small groups with a responsible adult • Pupils advised to be dressed appropriately- warm coats in winter, sun hats in summer • Teachers to be aware of any allergies before visit • Pupils reminded about appropriate behavior throughout the day
Outside Balcony	<ul style="list-style-type: none"> • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Balcony is built to Health and Safety standards and there are no footholds. • Volunteers to supervise and teachers to remain vigilant
Outside Stairs	<ul style="list-style-type: none"> • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Pupils to use stairs in single file under adult supervision. • Encourage use of handrail
Gravel	<ul style="list-style-type: none"> • Slips, Trips and Falls • Cuts and bruises 	<ul style="list-style-type: none"> • Pupils divided into small groups with a responsible adult • Pupils reminded about appropriate behavior throughout the day
Cathedral Sculpture	<ul style="list-style-type: none"> • Trapped Fingers 	<ul style="list-style-type: none"> • Pupils divided into small groups with a responsible adult • Pupils reminded about appropriate behavior throughout the day
Ribbon of Remembrance	<ul style="list-style-type: none"> • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Pupils divided into small groups with a responsible adult • Pupils reminded about appropriate behavior throughout the day • Pupils reminded about social distancing
Memorial Walls/ The Spire	<ul style="list-style-type: none"> • Slips, Trips and Falls • Cuts and Bruises 	<ul style="list-style-type: none"> • Staff and volunteers in uniform and easily recognised • Pupils divided into small groups with a responsible adult

		<ul style="list-style-type: none"> • Pupils reminded about appropriate behavior throughout the day
Plants and grasses	<ul style="list-style-type: none"> • Allergies • Wildlife • Equipment 	<ul style="list-style-type: none"> • Teachers to be aware of Allergies before visit • Pupils to be given clear instructions and guidance given by LO on boundaries • Pupils divided into small groups with a responsible adult from their group.
Outdoor grassed area for lunches and play	<ul style="list-style-type: none"> • Allergies • Slips, Trips and Falls • Bumps and Collisions 	<ul style="list-style-type: none"> • Teacher to exercise due care and attention. • Pupils to listen to and adhere to clear instructions and guidance given by LO on boundaries • Schools are advised to follow their usual off-site procedures to ensure safety.
Amphitheatre	<ul style="list-style-type: none"> • Slips, Trips and Falls • Bumps and Collisions • Splinters 	<ul style="list-style-type: none"> • Seats are designed for adult visitors and are securely bolted to the floor • Rows are situated on a gently sloping decline, which is made clear on entry
Anderson Shelter	<ul style="list-style-type: none"> • Slips, trips and falls • Bumps and collisions • Cuts 	<ul style="list-style-type: none"> • Groups will always be escorted by a LO • Groups are split into smaller groups to accommodate space restrictions in the Anderson Shelter • Each group is advised to take care on the steps and to mind out for low roof • Each group is accompanied by supporting staff

Part 3: The Exhibition

Part of the School visit involves time in the Exhibition, covering three galleries.

Operation Bomber Command: This is a highly interactive, audio-visual gallery featuring the Lancaster crew challenge, four short films, talking heads and an immersive cinema experience. The immersive features loud noises and low light levels.

Home Fronts/ Remembering Bomber Command: These are two connecting galleries on the second floor, with a mezzanine balcony looking out onto the shop. These galleries feature 'dial-a-story' telephones, The Knight of the Skies, RAF Slang interactive, Talking heads and a 'Magic Mirror' Interactive

Area/Activity	Hazards	Control Measures
Galleries	<ul style="list-style-type: none"> • Low level lighting • Continuous staring • at digital screens • could cause eye strain and headaches • Members of the public 	<ul style="list-style-type: none"> • Pupils and teachers are briefed on entry of low light levels. • Pupils are rotated around activity spaces, not spending longer than 45 minutes in the AV gallery • Pupils reminded about appropriate behavior throughout the day • Volunteers and LO on hand to supervise
Exhibit Cases	<ul style="list-style-type: none"> • Cuts and bruises • Collisions 	<ul style="list-style-type: none"> • The Centre adheres to strict health & safety rules including use of safety glass. • Pupils reminded about appropriate behavior throughout the day
Puzzle interactive	<ul style="list-style-type: none"> • Finger traps 	<ul style="list-style-type: none"> • Regular maintenance and safety checks • Pupils to use interactive individually with a responsible adult • Teaching staff to always supervise in galleries
Filing cabinets	<ul style="list-style-type: none"> • Finger traps • Cuts and bruises 	<ul style="list-style-type: none"> • Regular maintenance and Safety checks • Teaching staff to always supervise in galleries
Lancaster Crew challenge	<ul style="list-style-type: none"> • Overcrowding 	<ul style="list-style-type: none"> • Regular maintenance and safety checks

		<ul style="list-style-type: none"> Teaching staff to always supervise in galleries
Immersive experience	<ul style="list-style-type: none"> Low level lighting Loud noises Archival footage 	<ul style="list-style-type: none"> Pupils who are sensitive to noise to be identified on booking form Pupils to wear glasses to view screen as needed
Stairs to second floor	<ul style="list-style-type: none"> Slips, Trips and Falls Spillages Queues Members of the public 	<ul style="list-style-type: none"> Pupils to use stairs in single file with adult supervision Encourage use of hand rail
Balcony Mezzanine	<ul style="list-style-type: none"> Slips, Trips and Falls 	<ul style="list-style-type: none"> Pupils reminded of appropriate behavior Teachers to supervise and teachers to remain vigilant Mezzanine is built to Health and Safety standards and there are no footholds
Fact Finding Activity	<ul style="list-style-type: none"> Slips, Trips and Falls Collisions Papercuts 	<ul style="list-style-type: none"> LO to supervise Pupils reminded of appropriate behavior Materials maintained and checked regularly
Interactive telephones	<ul style="list-style-type: none"> Finger traps Overcrowding 	<ul style="list-style-type: none"> Regular maintenance and safety checks Pupils to use interactive individually with a responsible adult Teaching staff to supervise in galleries
Slang interactive	<ul style="list-style-type: none"> Choking hazard Overcrowding 	<ul style="list-style-type: none"> Regular maintenance and safety checks Pupils to use interactive individually with a responsible adult Teaching staff to supervise in galleries
Magic Mirror Interactive	<ul style="list-style-type: none"> Overcrowding Spreading COVID-19 	<ul style="list-style-type: none"> Regular maintenance and safety checks Pupils to use interactive individually with a responsible adult Teaching staff to supervise in galleries
Knight of the Skies	<ul style="list-style-type: none"> Overcrowding Slips, Trips and Falls 	<ul style="list-style-type: none"> Pupils reminded of appropriate behavior. Teaching staff to supervise in galleries

Part 4: Learning Space

The Learning Space is comprised of two rooms on the first floor of the building. This is a self-contained, secure space (access by staff swipe card only) with its own accessible toilet

It is comprised of two rooms, with a connecting door. The smaller room known as 'The Break Out Room' is where object handling workshops take place. The larger room 'The Suite' is where schools are briefed on the plan of the day and H&S procedures. This is also used as a lunchroom during winter months/wet weather, as well as a place to store coats and bags.

Area/Activity	Hazards	Control Measures
Stairs to learning space	<ul style="list-style-type: none"> • Slips, Trips and Falls • Queues • Members of the public 	<ul style="list-style-type: none"> • Pupils to use stairs in single file with adult supervision • Encourage use of hand rail
Cupboards	<ul style="list-style-type: none"> • Finger traps • Falling objects 	<ul style="list-style-type: none"> • LO to ensure cupboard doors are closed • Teachers to remain vigilant and remind pupils not to touch
Doorway between learning spaces	<ul style="list-style-type: none"> • Finger traps • Cuts and bruises • Bumps and Collisions 	<ul style="list-style-type: none"> • The door will be either open or closed, this will be prepared in advance by the LO • Teachers to supervise pupils at all times
Sockets	<ul style="list-style-type: none"> • Electric shock from fingers in socket 	<ul style="list-style-type: none"> • All equipment and sockets tested regularly • Pupils rarely required to use but will be given clear instructions and guidance given by LO on safe use of equipment.
Flooring	<ul style="list-style-type: none"> • Carpet Burn • Spillages • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Pupils to be supervised by adults and told not to run • Flooring to be regularly cleaned • Eating/Drinking during set times
Sink area	<ul style="list-style-type: none"> • Flooding • Tap left on • Slips, Trips and Falls 	<ul style="list-style-type: none"> • Sink area to be covered by a shutter when not in use • Teachers to remain vigilant and remind pupils not to touch
Windows	<ul style="list-style-type: none"> • Collisions • Overheating 	<ul style="list-style-type: none"> • Temperature to be controlled with air-conditioning • Teachers to remain vigilant

		<ul style="list-style-type: none"> • Windows to be kept closed
Tables and chairs (including stacked chairs)	<ul style="list-style-type: none"> • Falling • Limbs stuck in table legs 	<ul style="list-style-type: none"> • Furniture stored according to safety standards. • Tables and chairs to be set out in advance • Due care and attention from teachers and pupils.
Lecture stand	<ul style="list-style-type: none"> • Stand running over feet 	<ul style="list-style-type: none"> • Brakes to be kept on and stand moved out of the way
Speakers and microphone	<ul style="list-style-type: none"> • Electric shock • Loose cables 	<ul style="list-style-type: none"> • Cables to be kept tidy and out of the way • Regular maintenance and testing
Food and Drink	<ul style="list-style-type: none"> • Allergies • Spillages 	<ul style="list-style-type: none"> • Teachers to be aware of Food Allergies before visit and responsible for any allergy medication needed by pupils • Food waste cleared into bins • Teacher to alert LO/volunteer of any spillages • Spill/Fluids Kit to be kept in Learning Space
Movement in the Learning Space	<ul style="list-style-type: none"> • Slips, Trips and Falls • Collisions 	<ul style="list-style-type: none"> • Listening to instructions given by the LO • Teachers to remain vigilant and intervene if needed
Dressing up	<ul style="list-style-type: none"> • Entanglement in clothing • Loose items (buttons) • Hygiene 	<ul style="list-style-type: none"> • Pupils use dressing up with instruction from LO • Regular cleaning and repairing
Object handling Spreading COVID-19	<ul style="list-style-type: none"> • Finger Traps • Cuts and Bruises 	<ul style="list-style-type: none"> • Pupils to listen to and adhere to clear instructions and guidance given by the LO on safe handling of objects. • Teachers to supervise pupils • Objects regularly checked and cleaned
Original archival material	<ul style="list-style-type: none"> • Paper cuts • Overcrowding 	<ul style="list-style-type: none"> • Pupils to view or handle archival material under instruction from the LO

	<ul style="list-style-type: none"> • Risks of damage to collections 	<ul style="list-style-type: none"> • Materials to have protective covers and supports as needed
Arts and Crafts	<ul style="list-style-type: none"> • Minor cuts and bruises 	<ul style="list-style-type: none"> • Teachers to supervise • Pupils follow instructions from LO/Session leader • LO to check supplies regularly
Pupils with disabilities	<ul style="list-style-type: none"> • Injury to children with special • Educational needs or physical disabilities 	<ul style="list-style-type: none"> • Children may need to be supervised by a Carer on a one-to-one basis • Disabilities to be identified on booking form. Activities can be adapted in advance