



BENTLEY PRIORY MUSEUM

www.bentleypriorymuseum.org.uk

Safety Guidelines and Public Liability Information

First Aid

1. Whilst some Museum staff and volunteers are First Aid trained, it is the responsibility of the school to ensure that a First Aid trained member of staff or adult is present during the visit.

Accident Reporting

2. Should an accident occur, please inform a member of Museum staff so they can complete the Museum's accident book. This will help us to keep our Risk Assessment up to date.

Risk Assessment

3. The site includes combined roads and footways, and a pond near the Picnic Area. A site Risk Assessment is available on the Museum's website for school staff to use when planning a visit.

Public Liability

4. The Museum's public liability insurance cover is up to £5,000,000.

Fire Evacuation

5. Museum staff and volunteers are briefed with an evacuation plan in the event of a fire.
6. There are multiple exit points throughout both floors of the building, highlighted by green signs.
7. School groups will not be supervised during the lunch break. Museum staff will inform the school staff in charge of the nearest exits when eating indoors. If there is a fire when the group is at the picnic area, please go straight to the outdoor meeting point, do not re-enter the building.
8. The meeting point is by the reproduction aircraft at the front of the building.

General

9. School staff and adults are responsible for the general health and safety of their students. Adults must remain with groups at all times, for their general health and safety and to accompany them in the event of an evacuation. This applies to students of all ages.