



Museum of London

Risk assessment advice for 'at your school' sessions

The following information outlines the steps we've taken and the steps we would like you to take to ensure our 'at your school' session runs as safely as possible.

Preparing your learning spaces

- Please ensure that your learning space is prepared before the start of the session according to the instructions in the pre-visit emails you receive from us.
- Please ensure there are no obstacles, trip hazards or trailing wires.
- If you haven't heard from the museum's Learning team at least two weeks before your session please email learning@museumoflondon.org.uk

Before the session

- Please allocate a place for our facilitator to stand at the front of the room.
- Where necessary (ie for drama-based sessions) please provide a space for our facilitator to change into costume (a staff toilet will be sufficient).

Our staff

- All our facilitators are familiar with and will comply with our Safeguarding Children and Adults at Risk policy and procedure.
- All our facilitators have undergone DBS checks and can show these on arrival if requested by you. This request must come in advance of the session.

During the session

- The teacher **must** remain in the room at all times, and our facilitator(s) must not be left alone with pupils.
- Teachers are responsible for pupils' behaviour at all times during the session. The facilitator may end the session if teachers do not provide appropriate support.

Session plans and content

All our workshops and performances are designed and managed to remove or minimise hazards and we carry out a risk assessment for every activity. For example, we check any materials, equipment or objects used to make sure they are safe. We review and update risk assessments on a regular basis to ensure that they reflect any changes to the activities.

If a session involves a specific hazard that we feel teachers should know about, we will send this information to the school in advance of the visit and remind the group leader at the beginning of the activity.

All content for our schools sessions has been designed for the key stages they are advertised for. We cover a range of topics that might impact your students emotionally including transatlantic slavery, the Second World War and encouraging your pupils to talk about belonging and identity. We'll flag up any content areas that we think you should know about in advance of the session.

After the session

We would appreciate your feedback to help us develop our 'at your school' sessions and will send a short online survey for you to complete.

Further advice

If you need more information to help you prepare your 'at your school' session, or would like to advise us of additional measures you would like us to take, please email learning@museumoflondon.org.uk and a member of our schools team will be happy to help.

We hope you enjoy your session.