

the Charterhouse

This sheet does not constitute a full risk assessment; it is the responsibility of the teacher to use this information while compiling their own assessment which must also be supported by a prior site visit.

Planning your visit

We require all teachers and group leaders to make a brief planning visit to the Charterhouse in order to familiarise yourself with the site and to identify any potential hazards for yourself. Please email learning@thecharterhouse.org when you would like to organise your planning visit.

Historic buildings, museum and learning centre

All of the public spaces within the Charterhouse are maintained to ensure they are safe for schools and other visitors. The spaces are routinely checked to remove or minimise hazards.

There are some uneven steps, stones and gutters within the Charterhouse site, particularly in exterior courtyards. Some areas have loose gravel surfaces and there may be trip hazards; some cobbles and slabs may also be slippery when wet. The pews in the chapel may also contain splinters. Please note that the museum contains human remains – a black death skeleton - which children may find distressing.

Risk assessments are reviewed and updated on a regular basis to ensure that they reflect any changes to the activities or spaces in which they take place. 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.

Activities for schools

All our workshops and activities are designed and managed to remove or minimise hazards. We carry out risk assessments for every activity which are regularly reviewed to ensure they reflect any changes to sessions.

Learning staff

All our staff, facilitators and volunteers have undergone a basic disclosure check. All staff who work with vulnerable groups (adults or children), or who work with the same group on a regular basis, have undergone an Enhanced Disclosure Check. We have a full safeguarding policy to which all our practices and procedures comply.

Accidents and First Aid

We have members of staff that are first aid trained and first aid kits in several, accessible, locations onsite. If a member of your group becomes unwell or requires assistance due to illness or injury, please let a member of staff know immediately. An accident report form will need to be completed.

Fire and Evacuation

In the event that an evacuation is necessary school groups will be escorted to the nearest exit. Please leave the building quickly and calmly. Do not stop to collect coats or bags and do not use the lift. At the designated muster point our staff and volunteers will ensure that all staff and pupils are present and safe. Our staff will update you and then allow you back into the building once the all-clear has been given and staff have returned to their posts. Our buildings are fitted with alarm systems and the emergency exits are clearly marked.

Supervision

Teachers and accompanying adults are responsible for Health and Safety of their group whilst onsite at the Charterhouse and should ensure that they remain with their group at all times.

For school visits we require the following staff to pupil ratios:

SEND schools – 1:5

Primary schools – 1:6

Secondary schools – 1:15

Access

All of the public areas of the Charterhouse are fully wheelchair accessible with a lift to each floor that takes a wheelchair and an assistant. There is an accessible toilet situated in the ground floor reception.

Lost pupils

Please inform a member of staff immediately if any pupils become separated from your group and you are unable to find them. We have effective and swift procedures in place to deal with these situations.

Further information

If you need more information to aid you in preparing your risk assessment or would like to discuss your visit further please contact learning@thecharterhouse.org

We hope you have a safe and enjoyable visit to the Charterhouse.