



School and group visits briefing and safety pack

The Museum of Oxford is a space for everyone to explore and discover the stories of Oxford, both past and present, whilst keeping all safe. This briefing pack contains all the information you should need to know to plan an exciting, educational, and safe trip to our Museum.

We still encourage schools and group leaders to make a pre-visit to our site so you can see the space for yourself and to help you form your own risk assessment for your group's specific needs. Please contact us for more information about making a pre-visit at museum@oxford.gov.uk.

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1. Roles and responsibilities

The Museum of Oxford will:

- Provide an engaging, educational, and safe space for all to learn.
- Facilitate pre-booked educational workshops.
- Work safely in a safe environment. The Museum of Oxford, within Oxford Town Hall, is a certified, safe building. As a part of the Oxford City Council, we work under their [Safeguarding](#) and [GDPR \(General Data Protection Regulation\)](#) policies.
- Provide adequate supervision of the public Museum spaces to ensure the gallery areas are safe places for all visitors to enjoy and discover the City's stories through its historical objects and Museum displays.
- Offer space for groups to leave their bags and coats on site during their visit.

Museum staff will:

- Provide a safe place for groups to visit and learn.
- If request, be available to facilitate the group's visit, deliver the workshop and ensure all are having an engaging and safe visit.
- Answer questions or concerns before or during a visit.

The visiting school or group will:

- Enquire about group visits during the workshop planning phase.
- Provide all relevant details to the Museum on request, such as; numbers of children and adults in the group; time and date of visit; what they would like to do in the museum during their visit and are there any specific requirements or needs that the Museum needs to know before the visit.
- Make payments promptly for any booking to ensure that the Museum can continue to offer its learning program.
- Bring enough leaders to ensure that the group is always supervised during gallery visits and handling sessions.

The visiting school staff or group leader will:

- Be responsible for every child in the group from the start to the end of the session.
- Supervise and assist in the session whilst making sure that the group is behaving adequately. Museum staff may ask staff to address any issue, be it behaviour or otherwise, to ensure that all visitors, staff, volunteers, and the museum itself are always safe.

2. Dos and don'ts in the Museum

We hope that you enjoy your time here and learn more about Oxford's rich history. While you are on-site, we ask all visitors to follow our house rules, listed below. These rules are in place to make your visit as pleasant as possible and to ensure the safety of our exhibitions and objects. They are obligatory for all visitors.

Do

- Ask our staff or volunteers about our objects.
- Sketch or draw any of our objects. Please use pencil only as any ink spillages could damage our exhibitions.
- Take photos without flash.
- Enjoy our interactive learning spaces, including Museum Makers and the Learning Studio if booked as part of your visit.
- Follow all Museum staff directions, especially if a fire alarm is sounded.
- Use any accessibility equipment you require, such as mobility scooters, wheelchairs etc.

Don't

- Smoke. This includes vaping and electronic cigarettes.
- Leave children unaccompanied.
- Eat or drink in the museum galleries, other than breastfeeding babies.

- Talk on the phone.
- Bring animals unless they are a guide or assistance dog.
- Touch objects or artwork.
- Bring in bulky, wet, or pointed objects. This includes large bags, suitcases, and buggies.
- Take a picture using a flash, tripod or selfie stick or for any public purposes.
- Remove Museum equipment from the premises.
- Hold or attend third party tours.
- Run, push, or roughhouse in the Museum.
- Bring in prohibited items that may damage Museum objects, this include but not limited to, tools, blunt objects, food, drink, aerosol generators, explosive flammable or volatile substances
- Lean on walls or cases, sit on steps, block, or obstruct entrances and exits, or cross barriers.
- Access non-public or closed areas.
- Leave property unattended at any time.

Please also note that visitors are liable for any damage caused. The Museum is under video surveillance. Final decisions on all the above items lie with members of Museum of Oxford staff.

3. Frequently Asked Questions

Do you have to book in advance?

Yes, all groups, be it self-guided or facilitated need to book in advance. Our facilities are limited so we want to make sure that we can offer the best experience to all groups.

When can you visit?

We are open from 10 am to 5 pm, Monday to Saturday. Visits can be booked in the morning or afternoon, or across the full day for more than one class. Please contact us with two or three date options that you would like to book and we will do our best to accommodate your first choices.

Is it suitable for my class?

Our current workshops are aimed at Key Stage 2 and can be adapted to fit Key Stage 1. We can adapt topics for different year groups or specific needs if you have them. Please contact us to discuss the options.

Do I need to advise you about specific needs in my class?

Please do, if we know about specific needs or adaptations before the visit, we will endeavour to cater for them. That way we can help everyone enjoy their experience at the Museum of Oxford.

What areas of the curriculum does the museum support?

Although we are a local social history museum, our workshops use skills and knowledge from different areas of the curriculum, including history, citizenship, geography, English, drama, science, art, and design.

How much does a visit cost?

Gallery-only visits for up to 1 hour cost £1.50 per student. Oxfordshire schools are free if their gallery only visit is booked in advance.

Object handling workshops for up to 2 hours cost £4 per student, with a minimum charge of £75.

Use of a private room for lunch costs £10 for 30 minute. There is a one-off £5 fee for an invoice to be raised. For more information, please contact the museum.

Do you have a risk assessment that I can use?

Yes, a general group visit to the Museum of Oxford is available. We strongly advise that you also visit before the workshop, to help form your own risk assessment that meets the specific needs of your group.

Do you have Safeguarding and GDPR policies?

Yes, as a part of the Oxford City Council, we work under their [Safeguarding](#) and [GDPR](#) policies. They are available to view on the City Council website.

What are the Museum's first aid arrangements?

The Museum and Town Hall staff are trained in appropriate first aid.

Do you have a fire evacuation plan?

Yes, if you would like a copy to help your planning, please ask.

Can I visit the Museum before my group trip?

Yes, we recommend that as the organising person for a group visit, that you make a pre-visit before the trip. This will help you form your risk assessment and give you an idea of how to find your way into and navigate around the Museum. If you wish to see the learning areas as a part of this visit, please ask in advance as these areas are used by booked in groups. Please contact the Museum for more information.

What are the transport options for school or group trips?

As the Museum of Oxford is in Oxford Town Hall, we are extremely easy to get to using local buses. All city and country services terminate near or pass by the Town Hall. If you wish to hire a coach, there is unlimited loading outside the Museum on single yellow lines between 9.30 am and 4.30 pm. Alternatively, please consider walking here if you are near the Town Hall; our staff might even be able to help highlight interesting or relevant local sites on your route.

How do I pay for the workshop?

Payment can be made in advance or on the day of the visit, by cheque, cash, and credit card. Invoices are available however there is an additional £5.00 administration charge. Cheques should be payable to Oxford City Council, marked FAO of Museum of Oxford.

Is there a cancellation fee?

Yes, groups will be charged an administration fee if the visit is cancelled at less than 2 days' notice.

What are the lunch options for visiting groups?

Please ask when making your booking, lunch areas can be made available for your group at an additional £10 fee. Tables and chairs are available for this if required.

What is the Museum's supervision ratio requirements?

We ask for groups to be supervised to a ratio of 1 to 6.

Where do I enter the building?

Please enter the building using the main entrance to the Town Hall. There is level access using the 'north entrance' further up the road, please follow signs.

Who do I report to on arrival?

Please make your way to the Museum Shop, where a member of staff will greet you.

What happens if we arrive late?

Timings for workshops and museum spaces are tightly controlled as we have other events and groups using spaces throughout the day. If, for any reason you are running late, please call the Museum on 01865 252334 to inform us of your delay. We will endeavour to run the workshop close to the agreed program; however, elements may have to be lost to make sure the session is completed on time.

How long before the workshop should I plan to arrive?

Please arrive with enough time so the workshop can start at the agreed time. If you have asked to have lunch or visit the Museum by yourself before or after the

workshop, please allow time for that. Also, if the class wish to use the toilet, that they do so in the Town Hall before the workshop start time, this will allow us to have as much time on the topic as possible.

Is there disabled access?

Yes, the entire Museum is accessible. Please note that when entering the Town Hall, for level access use the north entrance. This is located just 20 meters up the road from the main entrance. The gallery areas and learning spaces in the basement can be all accessed by lifts. For more information, please see our comprehensive [Accessibility page](#).

Is there a dedicated bag and coat storage for visiting groups?

Wheeled storage bins will be made available to your group when they arrive in the Museum learning areas.

Can children refill their water bottles?

Yes, there is access to taps with water suitable for drinking.

Can we eat or drink in the Museum?

Not unless you have informed us when you made the booking, there is no eating in any part of the Museum. If booked, lunch can be eaten in the Learning Studio. Bottles may be used for drinking but we ask for these to be kept away from the museum objects.

Can our staff and adult helpers purchase refreshments?

[The Town Hall Café](#) is open 9.30 am to 4.00 pm. However, no hot drinks can be drunk in the Museum public areas and the children must be always supervised.

Can we visit the Museum Shop?

Yes, before or after a visit, a school can visit the shop in small, supervised groups.

How can we prepare the children for our visit?

Suggested classroom activities are provided within the workshop information packs. If you need one, please ask. We will also be developing new pre-visit activities soon!

What should we bring?

The workshop information pack will tell you what you will need on the day.

Where are the toilets located?

The Town Hall, in which the Museum of Oxford is located, has large male and female toilets. There is also a disabled toilet available here too. Within the learning

space, there are 2 accessible toilets for use by a visiting party in an emergency. However, we ask for whole classes to use the larger Town Hall toilets.

Will other schools or groups be visiting?

Yes, although you may book a space and a workshop for a specific time. Other areas, may be used by another school or group, and are also accessible by the public during the visit.

I have another question not answered above?

Please email any questions to museum@oxford.gov.uk, or call the Museum on 01865 252334

Finally, you can visit our website for more information: <https://museumofoxford.org/>

4. Organised Educational Group Visits Risk Assessment

The following is a general group visit to the Museum of Oxford risk assessment. We strongly advise booking a pre-visit before the workshop to help form your own risk assessment. Please contact the Museum to make arrangements for this.



Risk Assessment - 1602RA

Information valid as of 28/09/2021 10:24:25

MEDIUM RISK



Organised Educational Group Visits to the Museum Of Oxford

Assessed by	Oliver Parr
Assessment date	23/09/2021
Created by	Oliver Parr
Assigned Reviewer	Oliver Parr
Next Review date	28/09/2022

Directorate	Community Service
Service Area	Culture

Description of work area and/or process activity

This risk assessment covers organised educational group visits to the Museum of Oxford. Groups may use all or some of the Galleries, Makers Space and Learning Studio areas as a part of their visit. These groups may be organised by schools, colleagues, other educational establishments or informal groups. All groups of 10 and over, or groups requesting an organised activity, will need to be booked with the Museum prior to the visit.

Persons affected that were identified

Children	x 35	Employee	x 2	Members of the Public	x 6	Volunteers	x 2
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Hazard Information

Slip / Trip / Fall

Current Rating



Low



Description and/or cause of the hazard identified

Navigating around the *Museum* galleries before, during and after workshops as a class or large group. This could result in the overcrowding of areas, especially in pinch points resulting in falls or bangs against case corners. Injury to the body from climbing on or disturbing open *Museum* displays.

Measures Currently in place to prevent risk of injury

Ensure maximum workshop and museum capacity is not exceeded to avoid pushing and shoving.

Schools and other organised groups to use a dedicated entrance.

Staff to welcome classes before they enter the *Museum* explain the risks and how the class is to move safely around the *Museum* and that museum objects on open display are not to be touched.

Supervision by *Museum* staff, volunteers, school staff and/or adults escorting the group during workshops. Galleries supervised by volunteers and CCTV.




Adequate lighting provided.






No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

Fall of Persons from Height

<p>Current Rating</p>  <p>Medium</p> 	<p>Description and/or cause of the hazard identified</p>
	<p>Injury to the body from climbing on or disturbing open Museum displays. It will effect Children, other visitors and Museum objects on display.</p>
	<p>Measures Currently in place to prevent risk of injury</p>
	<p>Ensure maximum workshop and museum capacity is not exceeded to avoid unsupervised children. Staff to welcome classes before they enter the Museum and explain the risks and how the class is to move safely around the Museum and that museum objects on open display are not to be touched. Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops. Galleries supervised by volunteers and CCTV.</p>
<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>	

Other (See: Hazard Details)

<p>Current Rating</p>  <p>Low</p> 	<p>Description and/or cause of the hazard identified</p>
	<p>Finger and limb trap hazard resulting in misuse of doors and doorways.</p>
	<p>Measures Currently in place to prevent risk of injury</p>
	<p>Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops. Any misuse of doors will be stopped and escorting adults informed of the issue immediately.</p>
<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>	

Slip / Trip / Fall

Current Rating



Low



Description and/or cause of the hazard identified

Slips/trips on stairs. Overcrowding on staircases. Falls could result in cuts and bruises. Effects children and other visitors.

Measures Currently in place to prevent risk of injury

Remind the class/groups how we safely move around. Allow time and space between groups to remove the chance of overcrowding on the steps.
 Ensure maximum workshop and museum capacity is not exceeded to avoid pushing and shoving. All school and organized groups are required to pre-book, this will ensure no overcrowding.
 Children walk in single file up/down the staircase.
 The suggested ratio of children and adults is given to schools and organized groups.
 All stairs have been fitted with secure grab rails and grip strips.
 Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops.



No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

Fire Safety

Current Rating



Low



Description and/or cause of the hazard identified

Trips and falls resulting from panicking or pushing as a result of a building evacuation in case of a fire or other emergency. Children may become separated in the Museum, Town Hall or public areas on the way to the assembly point.

Measures Currently in place to prevent risk of injury



Employees briefed on procedures.
 Adequate means of escape provided.
 The suggested ratio of children and adults is given to schools and organized groups.
 Evacuation procedures are shared with the schools or organized groups before the visit date.





No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

Slip / Trip / Fall

<p>Current Rating</p>  <p>Low</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Description and/or cause of the hazard identified</p> <p>The misuse of storage trolley for school/group bags and coats. If the trolley could be misused and played with it may fall over and injure or trap a person. This will mostly effect children and others taking part in a workshop.</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>Teachers and adults accompanying the group to supervise movement around and the use of trolleys. Adults only to move trolley and assist children to add/remove items from it. Museum staff supervise the first use of trolleys to make sure the task is conducted safely.</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>

Sharp Objects

<p>Current Rating</p>  <p>Low</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Description and/or cause of the hazard identified</p> <p>Handling objects on tables in the workshop that may have sharp edges on objects that cause cuts. Also items falling onto fingers/feet causing cuts/bruises/abrasions. The mishandling of heavy objects or objects boxes. This may effect children, others taking part in a workshop and the historical objects themselves.</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>Supervision by Museum staff, volunteers, school staff and/or adults escorting the group during workshops. Items checked by Museum Educator for damage before each use and removed/replaced if necessary. If the item is damaged during use, the item is to be removed immediately. Museum Educator to explain how objects should be handled appropriately during the workshop. School staff and the groups escorting adults will encourage good behaviour when handling objects to keep the children and objects safe. No handling of heavy objects. If a heavy object is used in a session, guidance and supervision will be given.</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>

Slip / Trip / Fall

Current Rating



Low



Description and/or cause of the hazard identified

Leaving laminate sheets and paper resources around the museum and during the workshop. This could result in slipping or tripping over items on the floor causes cuts/bruises/abrasions. This would effect children and others taking part in a workshop.

Measures Currently in place to prevent risk of injury

Groups to be supervised by *Museum staff, volunteers, school staff and/or adults escorting the group during workshops.*
Items to be kept near the middle of the table in the workshop.
Items on the floor to be removed immediately by school staff, group leaders or children.



No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

Sharp Objects

Current Rating



Low



Description and/or cause of the hazard identified

Inappropriate use of resources such as scissors, pencils, paper etc that could result in minor cuts or soft tissue damage. This could effect children and others taking part in a workshop.

Measures Currently in place to prevent risk of injury




Supervision by *Museum staff, volunteers, school staff and/or adults escorting the group during workshops.*
Children to be discouraged from inappropriate use of tools, including adults to model how to use them.
Workshop leader to inform visiting group leader immediately if there is a concern.






No Remedial Actions Entered

No Remedial Actions have been added to this hazard.

Other (See: Hazard Details)

<p>Current Rating</p>  <p>Low</p> 	<p>Description and/or cause of the hazard identified</p> <p>Lost or separated child, this could result in emotional harm or physical harm resulting from the other risks without adequate supervision.</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>No child is allowed to leave the group unsupervised. Use of toilet in Town Hall used by supervised groups only. A suggested ratio of children and adults is given to schools to allow for appropriate supervision. Lost children assisted by Museum staff and Volunteers.</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>

Other (See: Hazard Details)

<p>Current Rating</p>  <p>Low/Medium</p> 	<p>Description and/or cause of the hazard identified</p> <p>Unsupervised children may be at risk of inappropriate behaviour from other visitors, Museum staff, volunteers or school staff. Other visitors, Museum staff or volunteers are at risk of being accused of inappropriate behaviour.</p>
	<p>Measures Currently in place to prevent risk of injury</p> <p>A suggested ratio of children and adults is given to schools to allow for appropriate supervision. Children to be supervised in small groups at all times. Children from an organized group should not be in a room without an adult from the school in attendance. Teachers and accompanying adults remain responsible for the children at all times.</p>
	<p> No Remedial Actions Entered No Remedial Actions have been added to this hazard.</p>



Risk Assessment - 1602RA

Information valid as of 28/09/2021 10:24:25

Overall Current Risk

MEDIUM RISK



Photo Gallery

NOTICE

There are currently no photographs associated with the assessment.

Record Notes / History

NOTICE

There are currently no notes associated with the assessment.