



## **Risk Assessment**

The purpose of this document is to enable schools/education groups to use the information provided for the development of a visit risk assessment in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work regulations. We strongly recommend a preliminary planning visit to familiarise yourself with The Silverstone Museum to support your planning.

The Silverstone Museum does not accept liability for any omissions to this list. Control measures indicated are recommendations only and must be adapted/amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.

## **LEGAL REQUIREMENTS AND SILVERSTONE MUSEUM INFORMATION**

### **Public liability**

Silverstone Museum is covered by Public Liability insurance to the amount of £10,000,000.

### **Staff identification**

All Silverstone Museum staff wear name badges and many wear uniforms for easy identification.

### **Security**

Silverstone Circuit has a dedicated security team that will deal with security issues on site. The team are trained to deal with emergency incidents that may arise.

On arrival to Silverstone Museum all visitors are subject to bag searches. There are two procedures for educational groups:

1 – For visitors under 16 years

On arrival all bags will be placed in storage trolleys for safe keeping. Bags will be accessible at appropriate times.

2 – For visitors over 16 years

Individual bag searches will take place.

Teacher/Staff bags will be searched individually

### **Prohibited items**

Prohibited items, which shall include but not be limited to alcoholic beverages, non-prescription drugs, chemicals of any kind, glass bottles (dishes or drinking vessels), metal knives, barbecues, ladders, laser devices, drones, weapons, any offensive materials in whatever format, fireworks, flares, smoke or gas canisters (including aerosols and nitrous oxide), Chinese lanterns, candles / naked flames or flagsticks, unofficial tabards, large tents or large shelters. SHL further reserves the right to conduct security searches of persons and their belongings to ensure the safety of persons at Silverstone Museum.



## **RISKS**

### **Parking**

Silverstone Museum benefits from a dedicated free of charge car park which school/child groups can use to park their coach or minibus. Care should be taken when crossing the car park.

### **Vehicle traffic**

The car/coach park is located across a quiet private road from Silverstone Museum. There are clear routes for pedestrians. We recommend children are supervised whilst crossing the road at all times.

### **Slips/trips/falls**

Trips may be caused by looking at displays and exhibits rather than looking at the floor, wet flooring in the outside area, uneven paved areas on the Heritage Track Trail and climbing on and off equipment or exhibits.

### **Reduced lighting**

Care should be taken due to the reduced lighting within the Exhibition. Please speak to a member of staff if you have any concerns.

### **Emergency planning/fire safety**

Silverstone Museum has a contingency plan in the event of an emergency. In the event of a building evacuation Silverstone Museum staff will direct all customers/groups to leave the building immediately. Please familiarise yourselves and your groups with the Emergency Exits. Please ensure your group is familiar with the following action in the event of a Fire:

- If you discover a fire – Sound the Alarm, Call the Fire Brigade, Attack the fire if possible using the appliances provided
- If you hear the Fire Alarm – Leave the building by the nearest exit, Do not stop to collect belongings, Close all doors behind you, Report to the Assembly Point, Do not use lifts, Do not take risks, Do not re-enter the building until you are told it is safe to do so

### **Lost children**

Children should approach a member of staff if they are lost. All members of museum staff will wear badges and uniforms.

### **Handling objects**

Motorsport objects used in educational workshops are suitable for use with children. Participants are encouraged to handle objects with care, although dropping items and minor injuries cannot be excluded. The objects are checked for damage and cleaned regularly.



## **VISIT INFORMATION**

### **Supervision of children**

Adult supervision of children is required at all times. Our recommended ratio is one adult per ten primary school or secondary school students, and one adult per Higher education group.

### **Signposting**

Silverstone Museum is well signposted. We ask that all visitors adhere to all safety signage around the site.

### **First Aid**

First-aid trained staff and medical supplies are available at Silverstone Museum. We also benefit from having a Medical Centre located on the Silverstone Circuit site.

### **Wheelchair access**

Silverstone Museum is fully wheelchair accessible.

### **Unruly children**

Children and young people are expected to behave well while visiting Silverstone Museum. Teachers and other accompanying adults are responsible for the supervision of their group at all times. Please see our Code of Conduct for Visiting School Groups for more information.

### **Eating facilities**

Food and drinks are available in our Café, located on the ground floor. Only food purchased from the café may be eaten inside the café. If your education package is inclusive of STEM workshop your group will be allocated an area for lunch. Please note this may be outside if weather permits.

### **Welfare facilities**

Public toilets are located on the ground and first floor of Silverstone Museum. A changing places toilet is available at the museum.

### **Additional facilities**

There is a café and a gift shop located at Silverstone Museum. If gift shop access is requested, we will incorporate this into your visit timetable.

### **Additional links to resources that teachers may find helpful when planning a visit:**

Health and Safety advice for schools - <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

HSE School Trips, Tackling the health and safety myths - <http://www.hse.gov.uk/education/school-trips.htm>