



# Teacher Pack

## A guide to risk assessment

### Introduction

We are looking forward to welcoming your Learning group to Beaulieu and the National Motor Museum.

The enjoyment of groups and the health and safety of all our visitors is one of our main priorities.

The following is provided to Learning groups for group leaders to have a clear reference framework to work from for your visit.

This pack/information is designed to help you to complete a comprehensive risk assessment for your visit.

### Risk Assessment

Group leaders are advised to visit the venue in advance of their Learning visit in order to conduct their own risk assessment. We are happy to offer this free of charge. **To arrange your free pre-visit**, please email [learning@beaulieu.co.uk](mailto:learning@beaulieu.co.uk) to arrange a date and time.

**This pack/information does not qualify as a Learning group completing their own risk assessment.** It is the responsibility of the Learning group to complete their own risk assessment visit ahead of their scheduled group visit. The following risks should be considered when completing a risk assessment:

- Slipping, tripping, or falling on entry to the Collections Centre, Museum, Abbey, Palace House and within buildings or the grounds;
- Slipping, tripping, or falling due to liquid, e.g., water leaks and spillages;
- Vehicle movement around the estate, bus rides and monorail rides;
- Sustaining light injury (for example cuts and bruises) through collision with display cases, static vehicles on display and corners;
- Sustaining light injury (for example cuts and bruises) in the play area “Little Beaulieu”
- Trapping fingers in doors, including lift doors and vehicle doors (when accessible);
- Being separated from the rest of the group;
- Sufficient first aid arrangements within your own group;
- Lost children;

The Learning team should be made aware of any pre-existing medical conditions of group members, staff and accompanying adults before visiting.

**We encourage that your own risk assessment is undertaken in accordance with [HSE Guidance](#) for school trips.**

## **Fire and evacuation**

- The Beaulieu attraction, the National Motor Museum and all Learning areas have full evacuation procedures in case of emergency or fire. All fire exits are clearly marked, and all staff have received training in evacuation procedures.
- Our security, fire and safety procedures are tested on a regular basis and are updated as necessary.
- An uninterrupted alarm is used to alert staff and visitors of an evacuation. In the event of a fire evacuation, lifts should not be used and staff will direct you to a place of safety
- Once outside, move away from entrances to enable the escape of others. You will be directed to our Assembly Area by a member of staff wearing a hi-visibility vest
- Group leaders should take the register and report any missing persons to a member of staff (who will be in a Beaulieu uniform or wearing hi-visibility vests). Please ensure that your group understands the importance of following such procedures in the event of an evacuation.

## **Access**

If you have any questions about accessibility, please contact the Learning team who will be able to assist: [learning@beaulieu.co.uk](mailto:learning@beaulieu.co.uk)

## **First aid**

- Beaulieu, the National Motor Museum and the Learning department have members of staff trained to provide basic first aid treatment but first aid provision is ultimately the responsibility of the group leader who must carry first aid supplies at all times.
- Please report any accidents to uniformed Beaulieu staff, or anyone wearing a National Motor Museum lanyard and name badge, who will be able to call for the First Aider to assist.

## Museum & Learning staff

- All museum and learning employees are passed through the vetting system
- Learning staff wear National Motor Museum lanyards with name badges so they can be recognised by visitors, museum staff wear identifiable Beaulieu uniform
- All staff leading sessions are experienced in working with young people, school groups or people with additional needs. Staff have undertaken relevant safeguarding training

## Supervision and behaviour

- Responsibility for visiting group members remains with the group leaders at all times
- Group leaders should remain with their group members at all times and ensure they are accompanied in the event of evacuation.
- Groups must have the correct leader to group members ratio:
  - I. for children in primary level education, 1 supervising adult for every 5 children;
  - II. for students in secondary level education, 1 supervising adult for every 10 students;
  - III. for students in higher level education, 1 supervising adult per group.
  - IV. These numbers may alter if your choice of visit demands smaller breakout group work and you will be notified of this at the time of booking
- Any Learning department staff member present during a Learning visit **DOES NOT** count for the purposes of the above table and we reserve the right to refuse to conduct a Learning visit where these supervisory levels are not met.
- The Learning department and Beaulieu reserve the right to refuse admission to groups who are not considered to have sufficient adult supervision.
- If the behaviour of any groups or individuals affects the safety or enjoyment of other visitors, they will be asked to leave. Group leaders should ensure that their group understands how they are expected to behave and have contingency measures in place in the event that anyone is asked to leave.
- Group members should be instructed to inform a uniformed member of staff or a member of staff wearing a National Motor Museum lanyard and name badge should they become separated from the rest of the group. Please ensure all group members and accompanying leaders are made aware of this in advance of their visit. Students should not be left unsupervised at any time within the attraction. Beaulieu and The National Motor Museum do not accept the role of *in loco parentis*. The Learning team are obliged to report to the associated school/college and education welfare officer at the associated local authority should any there be any incidents of negligence on part of group visiting.

### Arriving at Beaulieu

- Free coach and mini bus parking is available in our carpark, please follow the signs
- There is a bus stop just before the coach parking which can serve as a coach drop off and pick up point if schools wish to avoid crossing the road on arrival
- The Visitor Reception entrance is step-free and wheelchair accessible
- For those groups visiting the Collections Centre there is an accessible entrance reserved for school groups and separately accessed. A member of the Learning team will escort your group through that entrance
- Upon arrival you will be met by a member of the Learning team and escorted to the Learning space reserved for your programme
- Beaulieu has a single point of entry for visitors but multiple venues for Learning within the estate, please familiarise yourself with the map included in this document to see where your programmes will take place. The map is available separately as a downloadable pdf on our website or available by email upon request

### Toilets

The Collections Centre Learning space has access to designated WCs for males and females, as well as an accessible WC which is gender neutral. These toilets are not open to the public but can be used by staff in the Collections Centre.

Within the estate there are a variety of public toilets available for groups to use. The Brabazon, the Abbey and Little Beaulieu all have accessible toilets which are open to the general public

Children should be escorted to the toilets in the presence of a group leader from the school.

### Facilities for Learning groups

- There are two main classroom areas on site:
  - I. The fully accessible Collections centre Learning space which includes our Education room and Lecture Theatre. This area has access to multiple toilets, including accessible toilets, that are not open to the public but can be accessed by staff in the Collections Centre. These are regularly cleaned throughout the day
  - II. The Garden Classroom space which is central to the attraction. The nearest toilets to this classroom are located in Little Beaulieu.
- The Learning team can provide a lunchroom facility where your group can eat packed lunches. Please ensure that waste is put into the bins and that you spray and clean tables after use. During the warmer months there are picnic tables available to use throughout the attraction, for warm but wet days there is a tented area available for groups to use. Please be aware that all covered areas should be booked in advance
- Consuming food and drink in any exhibition area (the National Motor Museum, the Abbey, Palace House or SOE) or the Lecture Theatre is strictly forbidden

## Teacher Pack

### A guide to risk assessment

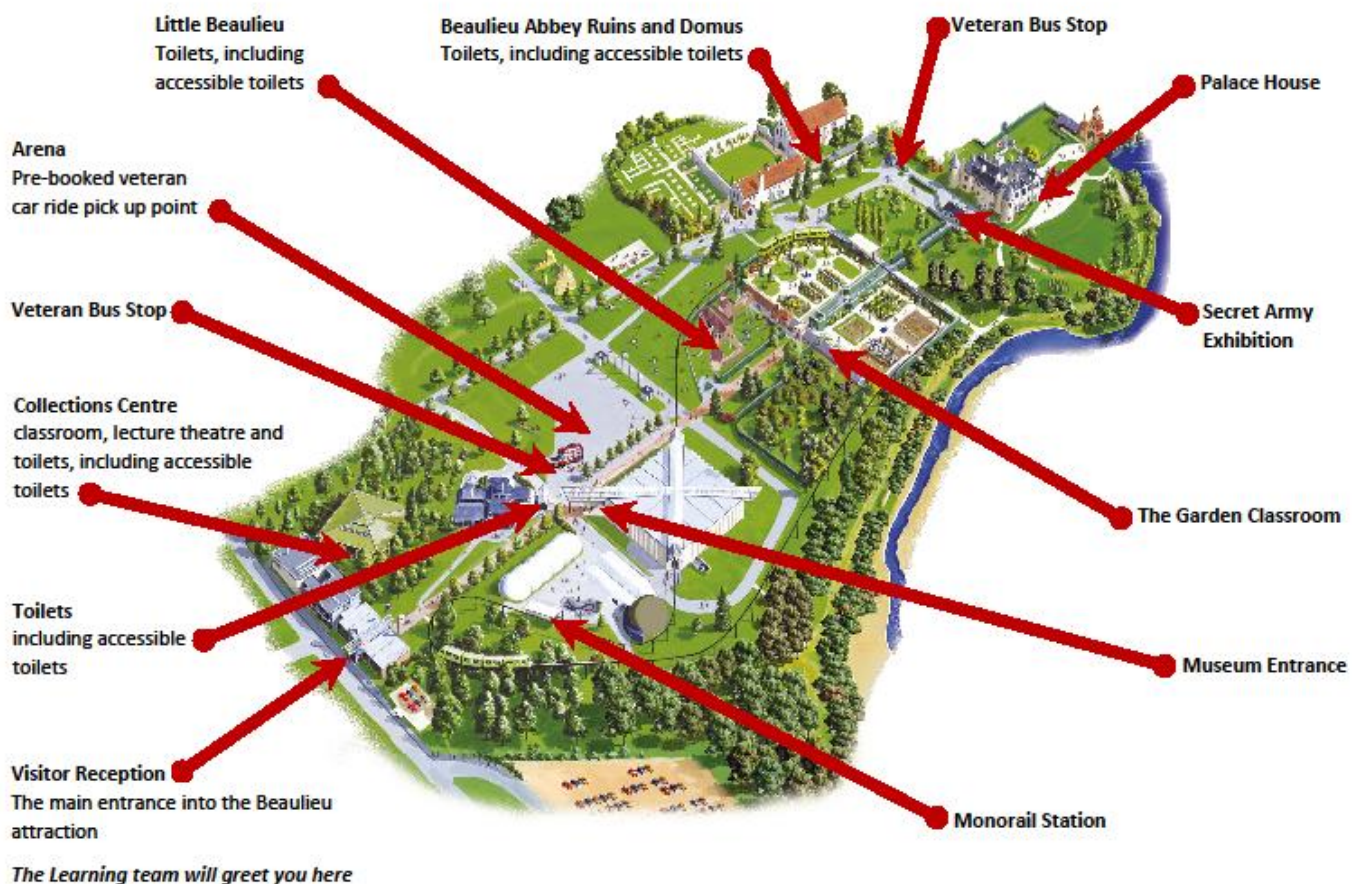
- In the interest of safety and security please do not bring large bags with you and be prepared to keep your bags with you at all times. Depending on the programme(s) booked the Learning team will advise if an area for bag storage is available on the day.
- The Learning department does not provide smoking facilities, and promotes the Government's aim to a [smoke free generation](#)
- Should your group require an area of contemplation, the Learning team is able to facilitate this if requested in advance.

### Insurance

As part of the Beaulieu visitor attraction, we have public and product liability insurance.

### Map

A larger map is available to download from our website.



## Programmes and Activities provided by the Learning department

KS1 Don't Scare the Horses	
General details	Visit includes: Introduction workshop in museum booth space, tour of specific areas of the collection, lunch break, Pre-booked access to car ride, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – car horns, flags and clothing. These are cleaned regularly.
Equipment	None
KS1 At Home with the Governess	
General details	Visit includes: Introduction to the workshop, tour of specific areas of the collection, lunch break, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – whisks, chairs, clothing
Equipment	Whisk
KS2 Motoring Marvels – ideas that changed our world	
General details	Visit includes: Introduction to the workshop, tour of specific areas of the collection, lunch break, Pre-booked access to car ride, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – flags, clothing, car horn and a foot warmer. These are cleaned regularly.
Equipment	None
KS2 From Rush to Hush-Hush	
General details	Visit includes: introduction to the workshop, scavenger hunt around the museum in small groups and source session in the NMMT classroom. A lunch break, Pre-booked access to car ride, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking

Object handling	The students will collect the sources from around the museum, these will be in safe areas around the vehicles. The source session uses iPad in the classroom.
Equipment	The students will have access to an iPad for viewing film footage.
<b>KS2 Reinventing the Wheel</b>	
General details	Visit includes: Introduction to the workshop, tour of specific areas of the collection, lunch break, Pre-booked access to car ride, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – these include original artefacts, photos and clothing.
Equipment	None
<b>KS2 Covert Operations</b>	
General details	Visit includes: Introduction to the workshop, tour of specific areas of the collection, lunch break, Pre-booked access to car ride, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – these include original artefacts and photos.
Equipment	None
<b>KS2 Marvellous Maids and Fabulous Footmen</b>	
General details	Visit includes: Introduction to the workshop, tour of specific areas of the collection, lunch break, bus ride, monorail ride or Little Beaulieu. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	A variety of objects are used to help illustrate the story – these include original artefacts, photos and clothing.
Equipment	none
<b>KS3/4 From Abbey to Zipline – Marketing a heritage attraction that is more than meets the eye</b>	
General details	Visit includes: Lecture in the Collections Centre Theatre, tour of specific areas of the collection, lunch break. The day is fully facilitated by a member of the Learning team.
Physical activity	Walking
Object handling	None
Equipment	None