



Henry VII Experience at Micklegate Bar
York YO1 6JX
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Risk Assessment Guidance Notes for Teachers and Visitors

Micklegate Bar has identified potential areas of risk to assist teachers and visitors when planning a visit to Micklegate Bar Museum. The information we have provided is by no means exhaustive and all teachers/group leaders are advised to make a free familiarisation visit.

When teachers are carrying out a risk assessment, it is imperative that group leaders give special consideration to the control measures they will undertake, such as providing adequate information, instruction or training to the appropriate people, identifying who takes overall charge in an emergency situation, and the ratio of pupils to adults.

Teacher/Pupil Ratio

Micklegate Bar allows free entrance to accompanying teachers/group leaders in the following ratios: schoolchildren 1:6, special needs 1:1, groups 1:10. Any additional teachers/group leaders will be charged at the appropriate group rate. Teachers/group leaders are reminded that while staff at Micklegate are located around the building and are there to help, it is the overall responsibility of the teachers/group leaders to ensure that the children under their charge are supervised at all times. We would like to remind all visitors that smoking in or around the building is not permitted.

Toilet Facilities

There are no toilet facilities within Micklegate Bar. The nearest public toilets are situated in Nunnery Lane car park, but there is a 40p charge. It is strongly advised that children of all ages are accompanied at all times when visiting these facilities. Alternative public toilets are available in the city centre which is approximately 15 minutes walk from the museum.

Accessibility

The Henry VII Experience is situated within the city walls and as such has no wheelchair access. Disabled visitors are strongly advised to fully inform the reservations team regarding any physical or visual impairments within the group so that they can be assessed individually. Without this information we cannot guarantee entry to the museum.

Area	Potential Hazard	Risk	Control Measure
Shop Area	Small space Ventilation/heating. Fixtures, fittings and containers at floor level Change in floor levels	Heat exhaustion Potential fainting Slips, Trips and Falls	Limit numbers Adult supervision for all children required at all times.
First Floor Exhibition	Candelabras, electric wires and sockets. Herbs and mixed up cures available to handle	Potential electric shock Choking hazard, Allergic reaction. Handling objects	No running Adult supervision
Second Floor Exhibition	Various interactive activities Electric power sockets/computers	Finger traps, trip and fall Potential electrics shock	Limit numbers Adult supervision No running

Please Note:

All electrical equipment is regularly checked and PAT tested.

Activities that take place within Micklegate Bar Museum have been designed with full consideration of risks and are maintained as safe spaces for schools to visit.

All materials used in the design of Micklegate Bar Museum are safe for visitor contact e.g. paint finishes etc.

Micklegate Bar Museum has a current fire risk assessment and regular fire service inspections are undertaken. There are established fire log records available.

As Micklegate Bar is based in the city walls there is only one way in and out.

Supervisory staff are trained to guide any additional staff, volunteers and visitors safely out of the building

The site is fitted with smoke and sensing systems that will trigger alarms to alert staff to evacuation.

The site is equipped with regularly maintained fire-fighting equipment. The uniformed Front of House team are in attendance and there is always a qualified first-aider on site.

A First Aid kit and an accident book are available on site.