

## Advice on Risk/Safety Assessment for School Teachers and Group Leaders

It is Techniquest's responsibility to ensure a safe environment for your visit. However, children must remain the ultimate responsibility of the accompanying teachers/leaders, whose responsibility it is to assess the risks of the visit. This document provides some guidance notes to assist with this.

### On arrival:

- Your coach should arrive at the covered area outside the main entrance to Techniquest. Please remember that this area is often busy with coaches and other vehicles, so it is important that you all take extra care and remain on designated walkways at all times.
- The children will be initially briefed on the coach and reminded of any safety requirements.

#### Children are advised:

- not to run
  - not to leave the building without prior permission from a teacher/leader
  - not to use the passenger lift unless they are accompanied by an adult
  - not to climb on exhibits.
- Children are directed into the building by Techniquest staff.

### In the event of an emergency situation:

- Please follow directions from Techniquest staff. Your cooperation is essential, and will be appreciated.
- In the event of a fire, the fire alarm sound is that of a siren, a PA auto-announcement will be activated, Techniquest staff will begin evacuation procedures, and the auto-dialer will phone the Fire Service.
- If you see a fire or anything suspicious, report it immediately to a member of staff who will decide the necessary action to take.
- Should an evacuation be required, the assembly point is situated at the rear of the Techniquest building, adjacent to 'The Mount Stuart' pub.
- Take notice of the location of fire escape routes which are clearly marked throughout the building.
- During an evacuation, never use the passenger lift or exhibition staircases, and do not walk along the glass fronted side of the Techniquest building.
- In certain emergency situations, an 'invacuation' will be required. In this instance, all visitors will be moved to, and held in, a pre-determined location within the Techniquest building. Should an 'invacuation' be required, Techniquest staff will direct you to the appointed area.
- If you are bringing a child who is a wheelchair user, an accompanying adult in your group should be appointed to assist them.
- Techniquest exhibition staff receive regular training in our emergency procedures, and will always be on hand to assist.

### All areas within Techniquest which are accessible to pupils are:

- Risk assessed in relation to the activities carried out and for any materials used.
- Designated as NON SMOKING areas, and fitted with smoke alarms.
- Attended by Techniquest staff who will respond to your needs and be alert to any unforeseen problems.

### Further information

- Techniquest always has a trained First Aider on duty, and there is a designated First Aid room.
- Techniquest is situated at a waterfront location. The use of this area (which is neither owned nor managed by Techniquest) is at the discretion of the accompanying teachers and should be supervised by them. During warmer weather, Techniquest will, with the approval of group leaders, make use of this area for packed lunches. In this case, it is the responsibility of the teacher to advise pupils about the importance of sun protection.
- Arrangements should be made for your departure with your coach driver. The coach should pick you up at the front of the Techniquest building. Due to vehicle movement on the forecourt, please make sure that none of your group leaves the building unless directed that it is safe to do so by the group leader or a member Techniquest staff.
- Please bring to our attention the name of any group member with electronic prostheses, such as cochlear implants or heart pacemakers.

