

# Nottingham Castle

## Risk Information Sheet - for teacher led school visits

The following information will help you prepare a risk assessment for your school's visit to Nottingham Castle to ensure your visit runs as safely and smoothly as possible.

### Booking a visit:

All school visits to the museum must be pre-booked for a specific timeslot. This is to help us manage the number of people arriving at the museum and using lunch spaces at any one time. This is done by contacting the Castle directly on [Nottingham.castle@nottinghamcity.gov.uk](mailto:Nottingham.castle@nottinghamcity.gov.uk).

### Planning visits:

We strongly recommend that you make a planning visit before you bring your group so that you can assess potential hazards for yourself, both in our building and on your journey to us. If you would like to make a free planning visit please email us at [Nottingham.castle@nottinghamcity.gov.uk](mailto:Nottingham.castle@nottinghamcity.gov.uk).

### Our Castle and Grounds:

All the Castle's public areas have been designed and are maintained to ensure that they are safe for schools and other visitors. We continuously check these spaces to remove or minimise hazards.

The outdoor play area is suitable for children aged 12 and under. It is designed so that only children capable of utilising the equipment safely will be able to climb onto the relevant areas. We request adult supervisor at all times at the play area. It is annually assessed and regularly maintained to ensure its safe operation.

The Castle is on a hill and adverse weather can make walkways and the playground treacherous. We have related policies which will ensure areas are monitored and closed to the public if they become dangerous.

### Our teacher led school specific activities:

On arriving on site you will receive a warm welcome at the visitor centre where key health and safety information relating to the day of your visit that is additional to this document will be shared.

You'll then have access to our site for the day as well as a base for your bags and coats and a space to eat your lunch which will be lockable and available to you throughout the day.

There is also the option of having a cave tour as part of your visit. These are in the historical caves in the castle rock and contain uneven flooring and low hanging ceilings. Briefing of the health and safety related to the cave tour will be given by your tour guide.

### Our people:

All our team carry radios and have been fully trained in the general health and safety of the site and what to do in the case of an emergency. If you need aid in any area please make a member of staff aware who will provide additional information.

### Fire and evacuation

We have fully tested evacuation procedures in place in case of fire or other emergencies. In the case of an evacuation, our staff will escort school groups to a muster point and will work with teachers to

ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked.

**First aid:**

We have members of staff who are trained in providing first aid. Please inform a member of the team immediately if anyone in your group requires assistance due to illness or injury.

**Health and safety**

We have a written health and safety policy and all staff receive health and safety training.

**Lost pupils**

Please inform a member of the team immediately if any pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

**Supervision:**

Teachers and accompanying adults are responsible for the health and safety of their group and should remain with pupils at all times while in our buildings and during any emergency evacuations.

We expect your school to maintain these ratios at all times:

- Foundation stage – 1:3
- Key stage 1 – 1:6
- Key stage 2 – 1:6
- Key stage 3 – 1:10
- Key stage 4 – 1:15
- Post-16 AS/A2 – 1:15
- SEND – 1:5

Further advice If you need more information to help you prepare your risk assessment, please email [Nottingham.castle@nottinghamcity.gov.uk](mailto:Nottingham.castle@nottinghamcity.gov.uk) . We hope you have a safe and enjoyable visit.