Health and Safety:

Number of helpers who will attend?

Read our evacuation procedures at reception

Identified hazards at the museum:

- Perspex display cases
- Vinyl floors
- Hanging signs

Safeguards:

- The children/students must be under control at all times.
- There must be an appropriate ratio of caregivers to children.
- The Museum Educator will be notified of any children with special needs. (However caring for these children is the responsibility of the class teacher and caregivers).
- The children will be informed what items in the galleries can be touched, and are requested not to touch other display items.
- The children will be made aware of the hazards listed above.
- A First Aid Kit is on hand in the Museum, but for tours or off-site programmes, the visiting teacher will bring one
- A list of all students attending the programme will be provided to the Museum Receptionist on the day of the visit

I have read this document and agree with the conditions

Signed: _____

[School teacher accompanying the class(es)]

Date: _____