



Richard III Experience at Monk Bar
York YO1 7LQ
Bookings: 01904 615505
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Risk Assessment Guidance Notes for Teachers and Visitors

Monk Bar has identified potential areas of risk to assist teachers and visitors when planning a visit to Monk 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

Monk 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 Monk Bar 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 Monk Bar. The nearest public toilets are situated in Silver Street, 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 5 minutes walk from the museum.

Accessibility

The Richard III 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 can not guarantee entry to the museum.

Area	Potential Hazard	Risk	Control Measures
Shop Area	Step up to entrance Fixtures, fittings and containers at floor level and low corners on units Change in floor levels Ventilation/heating	Slips, Trips and Falls Bang head/body on corners Heat exhaustion Potential fainting	Limit numbers Adult supervision for all children required at all times.
First Floor Exhibition	Stairs upwards Change in floor levels/steps to cells and fire exit area. Portcullis mechanism Low cell door Helmets/objects in cells Door to top floor Candelabras, electric wires and sockets.	Slips, Trips and Falls Bang head Finger trap Handling objects Potential electric shock	No running Adult supervision
Second Floor Exhibition	Narrow staircase upwards Entrance/Exit to tent area Legs on TV stand and Archery Target stand Various interactive activities Electric power sockets/computers	Finger traps, trip and fall Choking hazard 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 Monk 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 Monk Bar Museum are safe for visitor contact e.g. paint finishes etc.

All materials used have been fire proofed.

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

At Monk Bar as well as one main entrance/exit there is also a fire exit. Supervisory staff are trained to guide any additional staff, volunteers and visitors safely out of the building

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

The centre is equipped with regularly maintained fire-fighting equipment.

The uniformed Front of House team are in attendance and there is always a first-aid on site.

First Aid kit and accident book are available on site.