

## **THE DEEP'S RISK ASSESSMENT NOTES FOR SCHOOLS**

### **Welcome to The Deep!**

These notes have been written to assist teachers planning to bring schools and college groups to The Deep. However, they are for guidance only and are not a replacement for teachers conducting their own risk assessment prior to their visit.

#### Stairs & Lifts

To reach the 3<sup>rd</sup> floor, groups may use either the stairs (6 flights) or the lifts. If you choose to use the stairs, close supervision is advised, as stairs can be a trip hazard. Also, in order to allow the free movement of people descending the stairway, we ask you to keep to the left.

If you have a small group you may decide to use the lifts. Each of the two lifts can carry, in terms of total weight, a maximum of 23 adults. Once in the lift stand clear of the doors, otherwise they may refuse to close. The Deep's lowest level, Deep Blue One, is accessed by steps; there is also a wheelchair lift at this point for the use of disabled visitors.

#### Doors

Fire doors are heavy and should be closed at all times (except in the case of an evacuation). Children will need to be adequately supervised to minimise the risk of minor injuries, such as trapping fingers.

#### Lighting & Electrical Equipment

Please note that in order to give the right ambience in the visitor attraction, light levels are fairly low. However, walkways are clearly signed. Certain areas may contain flashing lights. Within the learning centre VDUs may be used, but each pupil will only use a screen for approximately 4-5 minutes. All electrical equipment at The Deep is regularly checked and monitored.

#### Walkways & Guard Rails

Movement around the exhibition is by a series of ramps and walkways. Pupils should be reminded not to run down ramps - especially on the approach to Deep Blue One, which includes a steeper ramp and steps. Guard rails are present throughout the attraction including the ramps and balconies. Small children must be carefully supervised to avoid bumping their heads on lower section of the guard rails.

The Deep crew will assist with the movement of groups but it is the responsibility of the group leader to ensure that pupils are adequately supervised within the exhibition. Please note that The Deep can be very busy during the summer, leading to some areas becoming crowded.

#### Toilets

Toilets are provided at four points around the attraction and are all open to the general public. Careful supervision is vital. Any spillage or mess should be reported to a member of The Deep crew. Toilets on the education corridor that are not in the attraction will be used if possible. Toilets will be cleaned before and after a school group visits them.

#### Learning Centre

Tables and chairs are set up in advance. We recommend minimal movement of furniture to reduce the risk of injury, and then only in liaison with a crew member. Pupil movement around these areas

needs close supervision. Adults consuming hot drinks in the lunch area are asked to take particular care.

#### Storage Baskets

Lunch bags are stored in large wire baskets with hinged folding tops. To minimise the risk of minor injuries e.g. finger trapping, pupils must be supervised as they place items inside. When baskets are being opened or closed (by school staff or crew members), pupils must be kept clear.

#### The 'Deeartment Store' Gift Shop

Teachers should be aware of possible slip hazards due to the number of small items sold in the shop. Teachers of small children need to be mindful of possible choking hazards with smaller items. All areas are monitored by shop staff throughout the day.

#### First Aid

Trained first aiders are on site at all times and we have a fully equipped First Aid room. Please report any incidents to the nearest member of The Deep crew.

#### Evacuation

The Deep crew are fully briefed on evacuation procedures and will lead the evacuation process should the need arise. The instruction to evacuate is an automatic announcement over The Deep's public address system, which says "A situation has arisen where we need to clear the building. Please make your way to the nearest exit – do not use the lifts". This message is repeated continuously.

#### Public and Products Liability Insurance

The Deep has £40m of public and Products Liability Insurance cover. Confirmation of this in writing is available on request.