



The National Museum of Computing
Education Health and Safety and Risk Assessment
guidance for teachers

Updated March 2022

PLEASE NOTE: THIS DOCUMENT IS NOT VALID AS A RISK ASSESSMENT; IT IS GUIDELINES TO SUPPORT TEACHERS TO CREATE THEIR OWN

The intention of this document is to support teachers to complete risk assessments before a group visit to The National Museum of Computing. It contains information about possible risks you may come across in the different areas of the museum. Please remember that a risk assessment document is only valid if completed by the teacher.

COVID-19 Secure measures

The National Museum of Computing is following government instructions to educational establishments on this matter. This policy is based on government *“Schools COVID-19 operational guidance (February 2022)”*. We take the health and welfare of our visitors, staff and volunteers very seriously.

- Each school will have access to a dedicated meeting/classroom. School groups will not be mixed when participating in Activity Days.
- The introductory session that previously included hands-on elements will be a ‘show and tell’ session lead by an education guide with students participating digitally using their own devices.
- Hand sanitiser stations are located throughout the museum. Visitors are encouraged to make use of these at regular intervals.

Supervision:

- Groups must be supervised by teachers at all time, to ensure their Health and Safety. This includes during an evacuation.
- We require the correct adult to student ratios:
Early Years 3:15, Primary 2:15, Secondary 1:20. These teachers and support staff will not be charged.
- The National Museum of Computing is committed to ensuring a safe and enjoyable experience for all their visitors, as well as caring for their collection. Should a member of your group behave in a way which would adversely affect the Health and Safety of other visitors or staff, or causes damage to the collection, they may be asked to leave.
- In the event of a lost child, please notify museum staff immediately

First Aid:

- The National Museum of Computing has trained First Aiders on site. In the event of any injury, illness or incident, please notify museum staff
- All first-aid incidents are recorded in the museums’ accident book



The National Museum of Computing
Education Health and Safety and Risk Assessment
guidance for teachers

Updated March 2022

Fire:

- When the fire alarm sounds groups should immediately evacuate the museum through the nearest exit.
- Fire exits are clearly marked
- The National Museum of Computing have a robust fire safety policy; guides will escort groups to the relevant points. Please note: staff must stay with students
- The fire assembly point will be identified during the arrival introduction

Museum Staff:

- Learning guides do not necessarily have enhanced DBS checks, although they have been vetted for the role and references have been sought. This is in line with legal advice.
- Consequentially, groups must always be accompanied by designated school staff.

Health and Safety:

All areas of the museum are open to the public, and are therefore maintained as a safe environment. All learning activities are assessed for their risks.

- The electrical safety of the machines used by students is checked regularly. Items which are dangerous are kept behind barriers. It is essential that visitors do not go behind these barriers.
- Adults booking the visit and escorting the students must take responsibility for the behaviour of the group, especially around the highest voltage machinery. Staff should be aware that unacceptable behaviour will result in expulsion from the museum.

Contact:

- If you have any questions please contact our Head of Learning and Development, Storm Rae on education@tnmoc.org



The National Museum of Computing
Education Health and Safety and Risk Assessment
guidance for teachers

Updated March 2022

Locations:

- The National Museum of Computing is situated on the Bletchley Park Site. Consequentially, areas outside the museum are the responsibility of Bletchley Park Trust. The risk assessment relating to Bletchley Park Trust can be found at:

<https://www.bletchleypark.org.uk/edu/pgm.rhtm>

Area	Potential Hazard	Risk	Action
Tunny and Colossus	a. Colossus, Tunny	a. Electric shock	a. Strict supervision, guides warning and signs. Do not touch. Barrier off area.
WITCH, 1 st Generation Gallery and Large Systems	a. WITCH b. WITCH (lights) c. Mechanical calculator and hard disk d. Large Systems Gallery	a. Electric shock b. Trigger epileptic reaction c. Broken toes/strained muscles d. Slips, trips and falls	a. Barrier area off, strict supervision from teachers b. Advise schools in advance c. Warn of weight if passing around, supervise carefully d. Ensure area is kept clear and tidy
PC gallery and corridors	a. Steps and ramps b. overcrowding	a. Slips, trips and falls b. Fire evacuation risk	a. All necessary areas (steps, ramps) highlighted with a change of colour and texture b. adhere to museum guidelines in terms of ratios of staff to students and size of groups
Classroom and Innovation Hub	a. chairs b. BBC Micros	a. Slips, trips and falls b. headache	a. Ask groups to tuck their chairs in before swapping over b. warn students, give them the option of leaving if it is a problem. Noise cancelling headphones are available on request.
Meeting room	a. chairs b. Handling collection	a. Slips, trips and falls b. Broken toes, cut hands	a. Supervise students b. Ask students not to touch handling collection after session, during lunch, etc. Teachers to always supervise students using this space.

The National Museum of Computing, Block H, Bletchley Park, Sherwood Drive, Bletchley, Bucks. MK3 6EB
 Ph: 01908 374708; E-Mail: education@tnmoc.org; Web: www.tnmoc.org
 The company was granted charitable status in England and Wales on 6 June 2005 as No. 1109874.