



## Pre-visit Information for Schools

**This document contains important information, please read it carefully before arriving at The Atkinson.**

### General Information for Staff:

- You are welcome and encouraged to come and carry out a free planning visit to see how we can meet the aims of your visit and assess the site before bringing your group.
- Each group should have an appointed team leader (either a member of staff or responsible adult).
- The supervision, welfare and behavior of the visiting groups are the responsibility of the school/group leader. The leader should be aware of any specific medical needs and/or behavioral and emotional difficulties of group members.
- It is the group leader's responsibility to ensure staff and pupils are fully briefed of the content of their risk assessment prior to the visit.
- The ratio of pupils to adult supervisors is:  
Aged 4 - 8 years: 1 adult to 6 children  
Aged 9 - 12 years: 1 adult to 8 children  
Aged 13 - 18 years: 1 adult to 10 children.
- The group leader should carry a list of all the pupils in the group.
- Pupils under the age of 16 must be with a member of staff at all times.
- No food or drink is permitted in the galleries and museum. A room can be booked for a small fee, where packed lunches can be eaten.
- The Atkinson reserves the right to ask schools whose pupils are being seriously disruptive to leave the site.
- The group will be liable for any malicious damage caused.
- The public areas of The Atkinson are fully accessible to individuals using wheelchairs but please let us know if someone in your group will be using a wheelchair during your visit as some of our Learning Rooms are easier to access than others.

## Disclaimer:

Any belongings left unattended within The Atkinson building are at the owner's risk. The Atkinson does not take responsibility for items left on-site.

**To ensure that groups have the best possible experience whilst visiting The Atkinson we have put together the following information for pupils. We recommend that this information is shared with pupils before they arrive so that they know what to expect and what is expected of them.**

Information for pupils:

- The Atkinson is a large, public building visited by lots of different people. All of our visitors must show respect to each other so that everyone can enjoy their visit.
- Many of the artworks and artefacts on display at The Atkinson are very fragile so they must not be touched. Even paintings that might not look fragile can be damaged by the invisible dirt and grease on our hands.
- It is dangerous to run inside The Atkinson so remember to walk at all times.
- There are lots of stairs inside The Atkinson and some of the staircases are old and steep. To keep everyone safe, walk up and down the stairs slowly in single file and hold the handrails.
- You **do not** need to be silent in our museum and galleries. We like to hear groups discussing our exhibitions and getting excited about what they see, just remember to respect the other visitors and not talk too loudly.
- You might see members of staff wearing red or blue t-shirts standing in the museum and galleries. These people look after the artworks but they also provide information about the exhibitions for visitors. You can say Hello and ask them questions during your visit.

## Fire Evacuation Information for Visiting Groups

(This information must be read before your visit to The Atkinson)

The group leader should have a complete register of all the people in the group. The group leader must have the register with them at all times.

On arrival, please ask a member of staff to make your group aware of the fire assembly point which is in front of the building.

In the main building there is a two stage fire alarm. Please familiarise yourself with the evacuation procedure below:

1. On hearing the Stage 1 alarm (an intermittent alarm), you **do not** need to evacuate the building, but you may wish to prepare to do so should the situation deteriorate.

It would be prudent to explain the situation to your class or group, and ensure that they are all present, in case evacuation becomes necessary.

2. **IF EVACUATION IS NOT NECESSARY** the Centre Officer will reset the system, and the alarm will stop.
3. **IF EVACUATION IS NECESSARY**, the Centre Officer will activate the Stage 2 alarm (a continuous alarm).
4. On hearing the Stage 2 alarm (continuous alarm), leave the building as quickly as possible using the nearest available fire exit, closing all doors behind you.
5. Anyone using a wheelchair should be advised to go to the nearest refuge location and press the panel button for assistance.

**THE LIFTS SHOULD NOT BE USED IN THE EVENT OF A FULL EVACUATION.**

6. Proceed to the assembly point at the front of the building. (From the museums and galleries gather on The Pavillion side of the fountain, if coming out of a show in the theatre or studio gather on the Crave side of the fountain.)
7. Tell a member of The Atkinson staff immediately if one of your class or group is missing. **Do not go looking for them.** The Centre Officer will co-ordinate a response.

**DO NOT RE-ENTER THE BUILDING UNLESS TOLD TO DO SO**

**NOTE: IF YOU DISCOVER OR SUSPECT A FIRE, IMMEDIATELY ACTIVATE THE NEAREST FIRE ALARM CALL POINT.**

Please be aware that some of The Atkinson's learning rooms are situated in an area of the building that has a one stage fire alarm.

If you are in Learning Room 1, Learning Room 2 or Learning Room 3 and hear the fire alarm, evacuate the building immediately using the nearest fire exit.

**IF YOU ARE WORKING UNSUPERVISED IN THE LEARNING ROOMS AND THE FIRE ALARM SOUNDS DO NOT WAIT FOR A MEMBER OF THE ATKINSON'S STAFF TO TELL YOU TO EVACUATE.**

If you are going to be based in one of the Learning Rooms during your visit, please ensure you are shown the fire evacuation route when you arrive.

## Risk Assessments:

All groups should complete their own risk assessments before visiting The Atkinson. The information below may help you in putting together your own risk assessment:

Hazard identified	Risk	Control measures in place	Further action by school
Building interior - general	Movement around The Atkinson space; trips, slips and falls, bumps on head.  The building may be very crowded.	The building is accessible for wheelchair users. It has ramps throughout, and lifts where these are impractical. Group numbers managed through booking process. Pupils/children split into smaller groups for some gallery activities/spaces <b>Welcome and safety briefing given by member of staff at start of visit if using areas that usually have restricted public access.</b>	All children given safety briefing by staff before visit – with clear instructions: <ul style="list-style-type: none"> <li>• no running</li> </ul> All children supervised by staff from school at all times. Large groups split into smaller groups rotating round different spaces to help reduce crowding during visit.
	Illness and accidents/First Aid	The Centre Officer has First Aid training and can be contacted by radio by a member of the education team or gallery staff. First aid packs available with Centre Officer.	Teachers and group leaders must also ensure that their own arrangements meet the requirements of the establishment for which they work.
Stairs	Low risk of falling on stairs.	Children given safety briefing before or at start of visit – instructed to use the stairs in single file and to hold onto rail.	Children should be supervised in this area (and whilst moving between spaces/activities) and reminded to walk slowly and carefully if necessary.

<p>Public toilets (ground, first and second floors – all sets have access toilet)</p>	<p>Squashed fingers in heavy doors Slips on wet floor Toilets open to public Water may be very hot Becoming locked in cubicles</p>	<p>Supervised groups escorted to toilets by group leaders. No member of The Atkinson staff allowed into toilets with children. The Atkinson Staff may assist school staff to check toilets before use. Uniformed staff are on duty throughout the building to assist visitors. They are in radio contact with the Centre Officers who will deal with problems.</p>	<p>Verbal warnings about fingers in doors, being careful not to splash water. Supervision of toilet procedures is the responsibility of the school. Individual pupils to be escorted by member of school staff. This should not leave other children in the sole supervision of any staff member at The Atkinson.</p>
<p>Covid-19</p>	<p>Exposure to Covid-19</p>	<p>The Atkinson staff are carrying out Sefton Council guidelines and know not to attend work if they test positive or feel unwell with Covid type symptoms. Whilst no longer mandatory The Atkinson provide visitors with the use of sanitiser stations throughout the building. Cleaning is maintained throughout the day in public spaces.</p>	<p>School staff or pupils will not attend visit if test positive or feel unwell with Covid type symptoms. All children given safety briefing about being aware of other visitors and maintaining social distancing in public areas as necessary.</p>