



# SAFETY GUIDANCE NOTES

## *Supervision and Behaviour*

- \* Teachers, and accompanying adults from the school, are responsible for the behaviour of pupils during the visit.
- \* Please make sure you have an adult-to-student ratio of at least 1:15.
- \* Before the visit, discuss appropriate conduct with your students. If the behaviour of anyone in your group risks damage to the property or exhibits we may ask that person to leave.

## *First aid*

- \* We have trained staff to provide first-aid treatment, please ask if you require assistance.
- \* First aid boxes are available throughout the property.
- \* The nearest accident and emergency department is at Edinburgh Royal Infirmary, telephone: 0131 536 1000.
- \* All first-aid incidents are recorded and you can request a copy of our report if anyone in your group is involved.

## *Evacuation*

- \* An audible alarm will signal an evacuation. Fire exits are clearly signposted.
- \* In the event of a fire alarm, follow the instructions of our staff and lead your group out of the building to the designated Assembly Point.
- \* The Assembly Point is behind the museum in Makars' Court.
- \* Take the register at the Assembly Point and report anyone missing to museum staff.

## *Staff*

- \* Staff and volunteers working directly with students are registered with the PVG scheme.

## *Insurance Cover*

- \* As part of National Trust for Scotland we have full public liability insurance, a copy of this is available on request.

## *Health and Safety*

- \* As part of the National Trust for Scotland we have a written health and safety policy.
- \* Access to the upper floors of the property is via a narrow turnpike staircase, students will be asked to use the handrail and a member staff will lead the group to control the speed, an adult from the school should supervise at the rear of the group.
- \* Many of the doorways in the property are low and adults should take care when going through these.
- \* Some of the handling objects are quite heavy and care should be taken when holding and passing these.
- \* During the Old Town Edinburgh visit, students will be encouraged to dress up in 17th century clothing. Whilst long aprons may cause a trip hazard, there are a range of lengths available and aprons should not fall below the ankle. Staff will provide additional safety instructions for using the stairs whilst wearing these.