



JORVIK VIKING CENTRE
Coppergate
York YO1 9WT
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Risk Assessment Guidance Notes for Teachers

JORVIK has identified potential areas of risk to assist teachers in carrying out their own assessments. The information we have provided is by no means exhaustive and all teachers/group leaders are advised to make a free familiarisation visit (bring your family free too!)

When carrying out a risk assessment, it is imperative that teachers/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

JORVIK 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 JORVIK 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 teachers/group leaders to inform all persons in their party that smoking in the building is not permitted.

Facilities

Toilet Facilities

Toilet facilities are situated on the ground floor at the bottom of the staircase. These include male, female and disabled toilets. They will be accessible all through your visit.

Disabled Access.

The whole of the main exhibition is on the ground floor and has been designed to be wheelchair-friendly. A ride capsule has been adapted for wheelchair use however due to fire regulations we are only permitted one wheelchair user in the building every hour. We therefore recommend that you inform the Reservations department if you will be bringing a wheelchair user. A ride capsule has also been fitted with a hearing loop and large print versions of our guide book are available. There is also a braille guide to the artefacts gallery. Staff members are available to help where possible.

Area	Potential Hazard	Risk	Control Measures
Admissions	Lift door Staircase Context Wall	Finger traps Push/fall/trip Rough/sharp edges	Adult supervision
Welcome Host (Bottom of stairs)	Angled Flooring	Push/fall/trip	Adult supervision
Time Machine	Moving benches Flashing lights Enclosed area	Back/pregnancy problems Epilepsy/Migraines Overheating/Claustro phobia/dizziness	Limit numbers Adult supervision No running Warn susceptible individuals Children should be correctly clothed
Caps On/Off	Steps up/down into	Trip/fall/push	

(Boarding of time cars)	capsules Speakers in cars Low level lighting Sloping floor	Bumping heads Decreased visibility Trip/fall/push	Adult supervision No running Children & staff to obey instruction from JORVIK staff
Are you a Viking?/Fearsome Craftsman hut	Crayons Open space Replica shield/helmets Antler basket Warm temperatures	Choking hazard Trip/push/fall Dropping on hands/feet Sharp points Overheating/fainting	Limit numbers using replica items Adult supervision No running Adequate clothing
Artefacts Gallery	Open space Low level lighting Coinstrike	Fall/trip/push Fall/trip/push Hammers, loose coin dies, splinters.	Adult supervision No running Equipment only to be used by trained JORVIK staff Teachers to ensure children remain at safe distance
Unearthed	Soil sorting activity Skeleton in glass case	Choking hazard Dust in eyes Potential sharp edges Sharp corners Trip/push/fall	Protective goggles and tweezers provided Adult supervision No running
Shop/Stairs	Stairs Free standing display units	Trip/push/floor Sharp edges	Pupils should be supervised at all times

Please Note:

- Activities that take place within JORVIK have been designed with full consideration of risks and are maintained as safe spaces for schools to visit.
- All electrical equipment is regularly checked and PAT tested.
- All materials used in the design of JORVIK are safe for visitor contact e.g. paint finishes etc.
- All materials used have been fire proofed.
- JORVIK has a current fire certificate and regular fire service inspections are undertaken. There are established, written evacuation procedures in place to deal with any such emergency.
- The centre is fitted with smoke and heat sensing systems that will trigger alarm systems 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-aider on site.
- First Aid kit and accident book is available on site.
- Security assessment & procedures regularly performed