

**FORM OV 6 Providers Assessment Form
(Created July 2005.)**



Establishment:
(Insert school name)

Visit: The Museum of St Albans
Toybox (KS1)
Costumes Through Time (KS1)
Victorian Washday (KS1)
Ancient Egyptians /Lord Carnarvon (KS2)
Tudor St Albans /Tudor Kitchin (KS2)
Investigating Victorian Childhood /Victorian Courtroom (KS2)
The Homefront (KS2)
Life in the 1950s (KS2)
Medieval St Albans (KS3)
Victorian Courtroom (KS3)

Please read carefully

The Museum Of St Albans aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about the past in a 'hands-on' and 'active' way. The information below is designed to aid visiting schools in the preparation of health and safety and risk assessment documentation prior to their visit. It is advisable to read this document to familiarise yourself with safety issues on the site. Whilst the information in this document is as comprehensive as possible, should you wish to arrange a pre-visit site check, we would be happy to accommodate your needs.

The Museum of St Albans makes no guarantee that this assessment form is suitable for every eventual need and so recommends that all teachers and group leaders take their own professional advice when drawing up their risk assessment and using this guidance.

1	Name and address of Centre/Provider:	Museum Of St Albans, 9A Hatfield Road, St Albans, AL1 3RR
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2	Name of Visiting Group:	Group Leader:	Date(s) of Visit:
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3	Health, Safety and Emergency Policy/Procedures	✓/✗
3a	The provider complies with all relevant safety law including the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and has a health and safety policy, recorded risk assessments and written operating procedures, which are available for inspection. <i>Please attach copies of your risks, if identified, that we need to be aware of prior to your visit.</i>	✓
3b	Accident and emergency procedures are maintained and records are available for inspection.	✓

3c	Qualified First Aiders are on site: Please note the Museum Of St Alban's staff can only administer First Aid on employees of the Museum Of St Albans. It advisable for visiting schools to have adult members qualified in First Aid to administer this to the pupils if needed. It is advised that schools bring their own First Aid Kit.	
3d	All equipment used in activities is suited to the task, adequately maintained and examined in accordance with statutory requirements and current good practice. Records are kept of examinations and maintenance checks.	✓

4	Vehicles	✓/✗
4a	All vehicles and trailers are roadworthy and meet the requirements of the law.	N/A
4b	What qualifications do your minibus/coach drivers hold? E.g. PCV, PSV, MIDAS or local arrangements (give details).	N/A

5	Staffing	✓/✗
5a	All teaching staff who have access to young people are police cleared (Criminal Records Bureau).	✓
5b	The provider operates a policy, available for inspection, for staff recruitment, training and assessment which ensures all staff are competent to undertake their duties. All policies are provided corporately by St Albans District Council.	✓
5c	Staff competences for relevant activities are confirmed by possession of appropriate qualifications, or staff have individually had their competences ratified by an appropriately experienced and qualified advisor or body. For further details see the Education Officer Fiona Charlesworth.	✓

6	Insurance	✓/✗
6a	The provider has public liability insurance.	✓

7	Accommodation (if residential accommodation is to be provided)	✓/✗
7a	The premises are covered by a current Fire Certificate and/or has been subject to a Fire Risk Assessment under the Fire Precautions (Workplace) regs. or meets local fire regulations.	N/A
7b	There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	N/A
7c	Any premises used abroad comply with local health and safety standards.	N/A

7d	The premises has adequate facilities to cater for those with disabilities. <i>Please give details:</i> <ul style="list-style-type: none"> • Sloped access to front and rear entrance. • Ground floor is all level. • Main door widths provide some suitable access. • Toilet facilities are available for disabled visitors. • There is currently no lift to the upper galleries 	
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8	Use of Contractors	✓/✗
8a	Where contractors are appointed to carry out certain activities on the providers behalf (e.g. drivers, local guides), a thorough safety vetting procedure is carried out by the provider.	When appropriate
8b	Please list contractors you use and the activities they will be carrying out (relevant to the proposed visit).	N/A

9	For Adventurous Activities	✓/✗
9a	Do you hold any of the following:	N/A
a	An Adventurous Activity Licence (AALA licence) Licence No (with dates):	N/A
b	Accreditation under a non statutory scheme (that includes an assessment of safety performance).	N/A

10	Documentation	
10a	Documents available upon request and in line with Museum policy.	✓
10b	Review Of Providers Assessment Form For Victorian Experience Day. (Carried out annually.)	Next review – Dec 2011