

**FORM OV 6 Providers Assessment Form  
(Created Jan 2008.)**

**Establishment:**  
(Insert school name)

**Visit: The Old Magistrates Court**

- **Victorian Courtroom Experience (KS2/3)**
- **The Trial of Mary Ansell (KS3)**



**Please read carefully**

The St Albans Museums Service aims to provide a safe and enjoyable experience without compromising the educational value and enjoyment of learning about the past in an active way. The information below is designed to aid schools visiting the Old Magistrates Court 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 St Albans Museums Service 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.

<b>1</b>	<p><b>Name and address of Centre/Provider:</b></p> <p style="text-align: center;"> <b>St Albans Museums Service,                  The Museum of St Albans,                  9a Hatfield Road,                  St Albans, Herts, AL11RZ                  At                  The Old Magistrates Court                  Town Hall                  Market Place                  St Albans                  Herts.                  AL3 5DJ</b> </p>
----------	--

<b>2</b>	<b>Name of Visiting Group:</b>	<b>Group Leader:</b>	<b>Date(s) of Visit:</b>
----------	--------------------------------	----------------------	--------------------------

<b>3</b>	<b>Health, Safety and Emergency Policy/Procedures</b>	<b>✓/x</b>
<b>3a</b>	<p>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.</p> <p><i>Please attach copies of your risks, if identified, that we need to be aware of prior to</i></p>	✓

	<i>your visit.</i>	
<b>3b</b>	Accident and emergency procedures are maintained and records are available for inspection.	✓
<b>3c</b>	Qualified First Aiders are on site however it is 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.	
<b>3d</b>	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. * No electrical equipment will be used by school parties visiting the Old Magistrates Court.	✓

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

<b>5</b>	<b>Staffing</b>	✓/x
<b>5a</b>	All teaching staff who have access to young people are police cleared (Criminal Records Bureau).	✓
<b>5b</b>	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.	✓
<b>5c</b>	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.	✓

<b>6</b>	<b>Insurance</b>	✓/x
<b>6a</b>	The provider has public liability insurance.	✓

<b>7</b>	<b>Accommodation (if residential accommodation is to be provided)</b>	✓/x
<b>7a</b>	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
<b>7b</b>	There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	N/A
<b>7c</b>	Any premises used abroad comply with local health and safety standards.	N/A

<b>7d</b>	<p>The premises has limited facilities to cater for those with disabilities.  <i>Please give details:</i></p> <ul style="list-style-type: none"> <li>• Sloped access to the side entrance on Market Place</li> <li>• Ground floor is not all on one level as there are stairs leading down into the well of the court. (Please inform the Museums' Programme Administrator, Brian Marpole, if there are wheelchair users in your party – 01727 751820)</li> <li>• The cells are accessed by a small staircase</li> <li>• Main door widths provide some suitable access.</li> <li>• Toilet facilities are available for disabled visitors.</li> <li>• There is no specific disabled parking however there are car parking bays outside the side entrance on Market Place (except on market days – Wednesday and Saturday). These are free for 3 hours with a disabled badge. A Coach drop off/ pick up bay located near to the Old Magistrates Court on St Peter's Street opposite Waterstones.</li> </ul>	
-----------	---	--

<b>8</b>	<b>Use of Contractors</b>	✓/✗
<b>8a</b>	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
<b>8b</b>	Please list contractors you use and the activities they will be carrying out (relevant to the proposed visit).	N/A

<b>9</b>	<b>For Adventurous Activities</b>	✓/✗
<b>9a</b>	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

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