



Pre-visit information for school visits

Responsibility for children on school visits remains with the teachers and accompanying adults at all times. While the museum carries out regular risk assessments, teachers are welcome to visit the museum in advance of the booked school trip to undertake their own risk assessment and assist the specific needs of individuals in their group. The following general information is intended to assist with the planning of your visit to the Devil's Porridge Museum.

External Environment

Museum site

Entrance to the museum site is via the access road from the main road (Annan road, B721). This leads to our museum car park and coach area. The museum is surrounded by brink and tarmac pavement. Our site is fully accessible with a step free entrance.

Arriving by coach

We recommend that coaches stop outside the main entrance to the museum to allow staff and pupils to disembark before parking at the far end of the coach area. Please be advised that caution should always be taken when in the car park as moving vehicles may be present.

Internal Environment

Museum building

Our museum is a public building with a range of different rooms, exhibition spaces and a café area. The are different layouts and lighting levels vary throughout the museum. The Learning Zone on our mezzanine floor will be used as a base for all school visits and with be available exclusively to your group throughout the visit. A member of the museum's Access and Learning team will meet your group at the front door of the museum.

To ensue the safety of pupils, other visitors and museum staff, please ensure that pupils are accompanied at all times, do not run within the museum or car park and do not attempt to climb on any of the exhibits.

We recommend that pupils do not level the museum unless instructed to do so or in the case of an emergency (we will advise on the day of the visit if any fire alarms are planned

during your visit). Visits to the outside exhibitions will be included in your trip and led by one of the museum staff.

For visitors with access requirements there is a lift between the ground floor and the mezzanine level and there are no internal steps within either of the galleries.

Supervision and Behaviour

Teachers and accompanying adults remain responsible for the pupils in their group at all times.

We ask that teachers and accompanying adults ensure that pupils understand that the museum will still be open to the general public during the visit and that they must behave accordingly. In the unlikely event that a member of your group adversely affects the safety and visitor experience of others or wilfully cause damage to the museum they will be asked to leave the building and should return to the school or coach if possible.

Museum Staff and Volunteers

A member of the museum staff or a volunteer from our Access and Learning team will accompany the group at all times and guide the group through the museum and the various per-planned sessions. All museum staff and volunteers wear name badges and other volunteers are easily recognised throughout the museum wearing our bottle green uniform.

Planning our visit

Our Access and Learning team contact the school in advance of your planned visit to discuss how the sessions can be tailored to fit your individual needs. Most sessions will include some form of object handling and you are advised that while we carry out regular risk assessments some objects may carry some residual dust or rust and may have rough edges. Please let us our Access and Learning team know of any foreseeable issues or individual needs before the visit commences.

Emergency procedures

Fire Alarm

The museum fire alarm is an undulating, electronic siren. Attempts are made to avoid fire alarm tests during school visits, however, if a test is scheduled a member of the Access and Learning team will inform you at the start of the visit.

Evacuation

If the fire alarm sounds, the following evacuation steps should be taken:

1. All visitors should evacuate the building, quickly and calmly, via the nearest escape route.
2. Do not stop to collect personal belongings and do not re-entre the building unless instructed to do so.

3. There are four emergency exits on the ground floor of the museum. One at the foot of each stair well and two further exits at the rear of the building. Please note that the two rear emergency exits have a raised step immediately outside the door. The main exit to the museum and the external door in the Café should also be used if appropriate.

Fire Assembly Point

All visitors, volunteers and museum staff must assemble at the designated Evacuation Assembly point, on the grass area next to the locomotive (Sir James) adjacent to the museum and located at the west end of the carpark.

Refuge Points

Visitors on the mezzanine floor should not use the lift during an emergency evacuation. In instances where mobility issues make it impossible to use the stairs, visitors should assemble and wait at the Refuge points located at the top of each stair well as indicated by the signs. There are telephones installed at each Refuge point so the Emergency Services can be notified of your location.

First Aid

There will be a designated First Aider on site throughout the school visit. However, First Aid provision is ultimately the responsibility of the teachers leading the group under the Health and Safety (First Aid) Regulations, 1981. Basic First Aid kits are located behind the Welcome Desk and in the Café, Museum Office and Learning Zone (during school visits).