

sensation

The *LIVE* Science Centre: **DUNDEE**

Advice on risk/safety assessment for organised group visits

It is Sensation's responsibility to ensure a safe environment for your visit. However, pupils and children on group visits remain the responsibility of accompanying teachers and group leaders.

On arrival:

Please report to reception. Your group will be briefed and coats and bags will be taken care of.

Responsible adults must supervise groups at all times.

During your visit children are advised

- not to run
- not to leave the building without prior permission from a teacher/group leader
- not to use the passenger lift unless they are accompanied by an adult
- not to climb on exhibits (this does not apply to the Giant Head, which is designed for climbing on)
- be aware of height limit on Giant Head
- only children of pre-school age may use the soft play equipment
- to beware of areas of reduced lighting
- to beware of wet flooring, steps and stairs
- to beware of doors closing on fingers
- not to enter any unauthorised areas. These are clearly marked.
- not to go under or beyond any barriers including tensa-barriers

In the event of a fire:

- the fire alarm sound is accompanied by a PA announcement and the Fire Service is called automatically.
- Fire escape routes are clearly marked throughout the building and staff will be on hand to help evacuate the building.
- If you see a fire, report immediately to a member of staff who will decide the necessary action and/or evacuation procedures
- The assembly point is at the far end of the pedestrian plaza at the front of the building
- You should check that all members of your group are present and notify the Duty Manager whether all are present or whether there are any group members missing.
- During an evacuation, never use the passenger lift

- If you are bringing a group member who is a wheelchair user, an accompanying adult in your group should be appointed to assist the member.

Sensation exhibition team receives regular training in fire evacuation and will always be on hand to assist.

All areas in Sensation:

- Are risk assessed according to the activities carried out and any materials used
- Are designated NO SMOKING areas and fitted with fire alarms
- Are attended by Sensation explainers who will respond to your needs and alert you to any unforeseen problems

Other information

- First aid for children is the responsibility of group leaders. There is a designated first aid room available; please advise the Duty Manager of any first aid requirements.
- Internet access is protected by CyberPatrol software to prevent access to any unsuitable sites. A member of staff will always act immediately if anyone is seen accessing sites which are considered inappropriate.

Specific Hazards

Hazard	Recommended Control
Climbing on 1 st floor walkway guard rails	Supervision by responsible adult
Pulling power cables in exhibition	Staff always present.
Falling off stools	Supervision by responsible adult
Catching hands/arms in revolving doors	Supervision by responsible adult
Climbing on to building structure	School groups should use the straight-opening doors.
Mirrored sections of exhibition.	Supervision by responsible adult
	Not running.

Sensation does not accept any liability for any omissions to this list. However, if you identify a hazard which you feel should be addressed, please inform a member of staff.