



School Groups at the World Rugby Museum & Stadium Tours

Date of last revision: 19/08/22

To ensure that school groups have an enjoyable experience, it is important that we safeguard their health, safety and welfare.

The main legislation covering school trips is the Health and Safety at Work Act 1974. The employer (the local authority, governing body or proprietor) is responsible for health and safety, although this may be delegated to staff. This is also reflected in the Management of Health and Safety at work regulations 1999.

School groups visiting the World Rugby Museum and Stadium Tours

Arrival

Normal non-event day entry into the stadium for groups arriving by coach is through the North Car Park access from the entrance in Rugby Road.

The group leader should report to Venue Operations Staff at Gate D, who will advise where to park the vehicle(s). Members of the group should remain on their transport while the responsible adult makes contact with the host department.

Groups should proceed to the England Rugby Store. Students should remain outside until the member of staff has completed the group's check-in.

Supervision

At all times the supervision of young people remains the responsibility of the visiting school/group staff, who must ensure that any misbehaviour is dealt with

immediately. Others in the party, general visitors or on site staff should not be subjected to any form of verbal or physical abuse.

Safety throughout the visit

The World Rugby Museum is responsible for ensuring that any safety procedures are explained before the activity commences.

If the activity includes a stadium tour, supervisory adults, including Tour Guides, are to ensure that the prescribed route is adhered to and regular checks are made.

Many vehicles move around the site daily. Pedestrians should keep as close to the stadium structure as possible, allowing vehicles to pass on the wider concourse.

Visitors with disabilities are actively welcomed but it would be an advantage to pre-warn the Tours Manager of this fact as some alternative routes may need to be arranged to facilitate access.

If any member of your group requires first aid or suffers an accident, please inform the Tour Guide who is in radio contact with the Museum Office and Venue Operations team.

In the event of any emergency, the Tour Guide will advise on the quickest route to safety and ensure the party remains together. The alarm at the stadium is a continuous ring bell sound.

We have an on-site lift maintenance team in the event of any lift malfunction.

Please ensure that the Group Supervision Agreement found on page 6 is completed and handed to the museum on arrival.

Stadium Fire Procedure is available upon request

Further information available:

<http://www.hse.gov.uk/services/education/faqs.htm#school-trips>

Although there is no legal requirement on numbers of young-people-to-supervisor ratio, the Museum requires a 10-1 pupil-teacher ratio.

Other Information:

Gate F: 0208 831 7766 24 Hour/Emergency Number

Gate D: 0208 744 7863 Car Parking and Stadium Access for Vehicles. Limited Hours

World Rugby Museum: 0208 892 8877

Other factors for school groups to consider:

- What are the arrangements for groups going home, or being collected?
- In the unlikely event of a child going to hospital, who goes with them?
- No access to pitch. Where barriers or taped areas have been provided, do not move them or walk within them.

When visiting the World Rugby Museum and Stadium Tours, please ensure the Group Supervision Agreement here is filled in and handed to the museum on arrival.

Please find below detailed risk assessment.

The World Rugby Museum is responsible for ensuring that any safety procedures are explained before the activity commences

At all times the supervision of young people remains the responsibility of the visiting school/group staff, who must ensure that any misbehaviour is dealt with immediately.

Supervisory adults, including Tour Guides, are to ensure that the prescribed route is adhered to and regular checks are made.



I [NAME IN FULL] take full responsibility for the supervision of
my group/s from [NAME OF SCHOOL /COLLEGE] whilst visiting the
World Rugby Museum and Twickenham Stadium Tours, on [DATE]

Number of adults:

Number of children:

Age of students:

Key Stage:

I also agree to the following:

1. I confirm I have read the venue risk assessment for school groups visiting Twickenham stadium for school groups
2. I confirm I understand the coach drop-off/pick-up and parking arrangements
3. I retain responsibility for the behaviour of all members of the group/s while on site
4. I will ensure that the children in my group/s are supervised at all times. I understand that free adult/teacher places are given for this purpose and that they will be charged for in the unlikely event of these conditions not being met
5. I will ensure that the children in my group/s are correctly supervised
6. I will ensure the group leaves the stadium together
7. I will ensure that there is no eating or drinking at any time in the Museum or on the Stadium Tour
8. I will ensure that the instructions and directions of the Stadium Tour Guide (if undertaking a Stadium Tour) are adhered to at all times
9. I will ensure that if any damage should occur, I will report it to the Museum staff at the earliest opportunity on the day itself
10. I will be responsible for the removal of any litter that may be generated by my group/s while visiting the Museum
11. I will ensure that all members of my group will refrain from touching items in the Rugby Store unless there is a serious intent to purchase
12. I will be sure to ask a member of staff if I need any further assistance

Signature:

School/College Address:

Postcode: Tel: No: Email:

Assessment No:	001	Type of Assessment : Dept./Area	Venue Risk Assessment for school groups visiting Twickenham Stadium (museum visits, stadium tours, events, match days)
Review Date:	19/08/22		
Area or activity being assessed : This is an assessment of school groups attending Twickenham Stadium (museum visits, stadium tours, events, match days)			
Section 1: Identify the Hazards			

1	Work at height		7	Fixed machinery or Lifting equipment	✓	13	Layout, storage Space, obstructions	✓	19	Lone working/work out of hours		25	Access and egress	✓
2	Confined space/ asphyxiation risk		8	Use of portable Tools/equipment		14	Lack of welfare facilities		20	Violence to Visitors /verbal assault	✓	26	Traffic Routes	✓
3	Hot Works		9	Electrical Equipment/Electricity	✓	15	Slips, trips & falls/ housekeeping	✓	21	Radiation sources		27	Occupational Diseases	✓
4	Manual Handling operations	✓	10	Vehicles/driving daytime	✓	16	Lighting levels		22	Fire hazards & Flammable material	✓	28	Contractors	
5	Outdoor work/ weather conditions	✓	11	Noise or Vibration	✓	17	Heating & Ventilation		23	Hazardous fumes, Chemicals, dust	✓	29	Legionella	
6	Display screen equipment		12	Pressure Vessels /Gases		18	Occupational stress		24	Hazardous biological agents		30	Asbestos	
31	Other(s) – Specify	Risk of Covid 19 virus spread during museum and stadium tours												

Hazard No	Hazard List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc.	Person at Risk List who might be harmed and how	Risk Rating Decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent person, training received, planning, use of personal protective equipment, provision of first aid, etc.	Residual Risk Rating Decide level of risk once all controls are in place	Any actions to reduce the risk further (provide details below in Section 2)
1	Contact with vehicles: Collision, contact with, Concussion, Broken bones, Fractures, Death.	Young Person/Child/staff	5	Competent person to instruct person/group to be aware of other users on the roads and paths when moving around the stadium e.g. fork-lift trucks, delivery vehicles. There is a 24 hour vehicle access around the whole of the site with a few segregated areas for pedestrians. Groups must be closely supervised at all times when outside or when leaving the building. All vehicles are instructed to drive at 15mph and have hazard lights on.	2	
2	Manual Handling operations: Lifting heavy items or goods, musculoskeletal injuries.	Young Person/Child/staff	4	Avoid manual handling whenever possible, Ensure any medical conditions restricting lifting and manual handling have been notified to the management. If manual handling is required, training is needed.	2	
3	Weather- Hot, Cold, Windy, Wet, Icy, Snowy: Slips, trips and falls, falling objects, hypothermia, Sun stroke.	Young Person/Child/staff	4	Venue Facilities department will distribute grit required during icy conditions. Ensure appropriate clothing is worn according to weather conditions, suitable sturdy footwear to be worn at all times. Ensure there is a suitable provision of protection from the sun in the form of sun protection products and job rotation when having to work in direct sunlight. Ensure access to adequate water supplies to avoid dehydration. Responsible person to review weather forecast before attending.	2	

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4	Noise/Vibration: Loss of hearing, tinnitus.	Young Person/Child/staff	4	No exposure to noisy or vibrating works during visit. During sporting event and near speakers visit recommend that young people are supplied with ear plugs.	2	
5	Slips, Trips and falls: Broken bones, concussion, bruising.	Young Person/Child/staff	4	Competent person to ensure that children/young persons have appropriate footwear, regular cleaning is done and audited signage put out. Any spillages to be reported immediately. Avoid wet areas and ensure no running inside the stadium.	2	

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6	Fire/ Explosive/Evacuation	Young Person/Child/staff	4	All stadium tour guides will be in radio contact with the museum in the event of an emergency incident. The fire alarm is a continuous ringing bell. Ensure that all emergency exits are known and evacuate the area by the nearest exit if alarm is heard, closing all doors behind them and go to the designated meeting point. All venue operations staff trained in fire response, will attend site activation. On event days the stadium supervisors will instruct and direct persons to a place of safety.	2	
7	Accident/Emergency	Young Person/Child/staff	4	All stadium tour guides will be in radio contact with the museum in the event of an emergency incident. Venue operations staffs hold emergency first aid kit and will attend situation when informed.	2	
8	Lost Person	Young Person/Child/Staff	3	Responsible person to contact Venue Operations to conduct search, police to be informed after 10 mins if not found.	2	
9	Hazardous Chemicals	Young Person/Child/Staff	4	All young persons are briefed if they are to be in contact with chemicals around the stadium and suitable precautions taken.	2	

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10	Fixed machinery or Lifting equipment	Young Person/Child/staff	4	All equipment will be stored away or guarded against interference. Please instruct all groups not to touch any machinery.	2	
11	Electrical Equipment/Electricity	Young Person/Child/Staff	5	All electrical equipment is inspected and documented. All hand-held electrical equipment has had PAT testing.	2	
12	Violence to Visitors /verbal assault	Young Person/Child/Staff	3	Clear instructions to be given to children and supervisors about the importance of not talking to strangers. Children should be supervised at all times so they are not put into a vulnerable position with the general public. Please report any unacceptable behaviour to venue operations.	2	
13	Protection of Vulnerable children	Young Person/Child/Staff	2	RFU Safeguarding Policy will be followed.	1	
14	Risk of Covid -19 virus spread during museum and stadium tours	Young Person/Child/Staff	2	Staff are briefed to maintain social distancing while interacting face to face with staff and children. Children to access the museum through the main door level1 and up the stairs/lifts. Sanitizing gel and anti- bacterial wipes are provided inside the Museum.	1	

*NB – This table includes some suggestions to help in the preparation for your visit as a guide only and does not replace your own risk assessment.

Risk matrix:

5-4: Unacceptable

4-3: Further Controls Required

1-2: Adequately Controlled