

Key information for the Summer Science Exhibition 2019

Website to access additional information

You can find a copy of the documents in this pack and additional information regarding risk assessments and guides on our website: <https://royalsociety.org/science-events-and-lectures/2019/summer-science-exhibition/schools-colleges/school-visit-information>

Health, safety and security information and procedures

Registration – on arrival at the Royal Society, you will be welcomed outside the building by a volunteer wearing a red Summer Science Exhibition t-shirt. They will sign you off our list, check your wristbands and then escort you through to the Schools hub where registration will take place. In the Schools hub you will need to hand in your completed photo permission form, checklist and your group register. After this, your group is free to explore the Exhibition.

Chaperoning students – all booked school groups must be accompanied by at least one member of staff. The accompanying teachers will be responsible for the group in the Exhibition. On your groups register please confirm the emergency mobile number for the lead teacher on site. It is essential that this phone linking to this number is charged and able to receive calls during the visit. The number will be used by Society staff in the event of an emergency, if your student is lost or ill, or if your students are misbehaving

Safeguarding at the Royal Society – we are committed to ensuring that all children are safe whilst on our premises and there are Designated Safeguarding Officers on hand each day. Please note that this is a public exhibition, and therefore members of the public will have access to the same areas as your students including the toilets. It is your responsibility to have discussed this with your students to ensure they are clear about how they should behave to ensure their safety.

Risk assessments – risk assessments for the venue and all the exhibits are available online to download. Please note the following exhibit specific risks that may be pertinent to your group:

Seizure trigger - Exhibit 1, In your element and Exhibit 18, Art of isolation both include flashing lights which may trigger seizures in those with epilepsy.

Seizure trigger and motion sickness - Exhibit 19, Trusted autonomous vehicles has activities that may trigger seizures and motion sickness. Exhibit 14, Living on the moon – this exhibit will be using a VR machine that may trigger seizures and motion sickness.

Eye damage - Exhibit 7, BepiColombo: x-ray eyes on Mercury contains information and a demonstration on solar observation that could cause eye damage if the instructions are not followed rigorously. Teachers should ensure student compliance on site with any safety instructions and re-enforce these rules on return to school. Exhibit 4, It's a knock out will be using nerf guns and foam darts in one of their activities.

Asthma trigger - Exhibit 5, Surface matters and Exhibit 11, Breathing with your brain have demonstrations that may trigger symptoms for those with Asthma or other breathing conditions. If the weather is warm, water may be required in case students feel hot or faint.

Magnets - Exhibit 1, In your element and Exhibit 10, Magnetic to the core will have magnets on the stand which may pose a risk to those with a pacemaker or other magnetically sensitive medical devices.

Food samples - *Exhibit 1, In your element, Exhibit 10, Magnetic to the core and Exhibit 12, Do you feel me* will be handing out food samples/freebees that may contain nuts and pose a risk to those with nut allergies.

Allergies - *Exhibit 22, Super biomaterials to fight superbugs* will be giving out promotional packets of hand lotion that may contain allergens. *Exhibit 6, Lighting the brain after birth* will use food items in their demonstrations that may pose an allergen risk.

Evacuation and in-vacuation procedures – it is essential that your students know what to do in the event of a fire or emergency procedure, as described in the *Health and Safety information for schools* PDF on our website. The muster point this year will be the King George 6th steps, and there will be staff and signage to guide you in the event of a fire.

Security checks and bags – please encourage students to leave bags at school or bring as small a bag as possible. The Society is a listed building and some corridors are narrow. There will be random bag searches as part of our security on the day.

Lifts and access to floors – whilst visiting, please be aware that the Royal Society is also a workplace, and there are areas of the building that are for staff only. Visitors are asked not to use the lifts unless there are accessibility needs, which must have been highlighted when you booked the group to attend.

Emergency information or closure – in case of any incidents that may affect your visit to the Exhibition, please check our Twitter page in advance of your visit: @RoyalSociety

About the Exhibition

Listed building – please be aware that the Royal Society is a listed building. There is no air conditioning in the building, and whilst every reasonable effort is made to make things as cool as possible, the building can get very warm when busy and during very hot weather.

Schools hub – this year booked groups will have access to a Schools hub, located on the ground floor, which will be the venue for the schools talks. This is where registration will take place and will be a base for teachers and their groups throughout their visit. Only students and teachers with wristbands will be allowed access.

Exhibits – you can find a list of the exhibits here (royalsociety.org/summer-exhibits) and a downloadable map of the Exhibition from the website.

Guides for teachers and students – please use the enclosed teacher guide to see how you could link the content from each exhibit to the key stage 3, 4 and 5 curriculum in England. Please share the accompanying students guide with your group so the students can look at the stands in advance and plan their time at the Exhibition.

Food and drink – we strongly recommend that you plan for your group to eat lunch before or after your visit. Students are not able to eat within the Exhibition and the group will not have access to the café as per previous years. Water can be consumed throughout the Exhibition and we encourage all visitors to bring water with them in re-useable bottles.

Getting here and parking – the Summer Science Exhibition is located at the Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG and is within easy reach of public transport. Information about travelling to the Society and parking in London is available on our website: <https://royalsociety.org/about-us/contact-us/carlton-house-terrace-london/>

Facilities - there will be a multi-use room available to all visitors for prayer, personal or reflective use. You will need to have informed us in advance if your group needs access to this room. The main toilets are located in the basement and are open to all visitors (including members of public).

When you leave the Exhibition – your students will be asked to fill out a short evaluation before they leave to help us ensure the Summer Science Exhibition continues to be a high quality event for school groups. Please hand completed evaluation forms in at the Schools hub, and sign out before your departure.

Material enclosed in your joining instructions

Wristbands – enclosed in this pack are your wristbands for the event. The coral or aqua wristbands are for the students in the group. The purple or orange wristbands are for the lead teacher(s) in the group. The colour will denote the slot you are booked into, and wristbands must be worn and visible when you arrive at the Exhibition.

Photography permission – enclosed in this pack is the photography permission form for your group. Please complete it fully, indicating in the box at the bottom of the form any students or staff members who *do not* give permission for their photograph to be taken. Any individuals indicated in the box will be provided with an orange 'opt out' sticker at registration which must be worn in a clearly visible place – not concealed by hair, scarves, bags etc. If the official photographer cannot see the orange 'opt-out' sticker they cannot be held responsible for taking photographs of that student/adult.

The Exhibition is a public event and photographs may be taken at any time by visitors, which we are unable to control. Please remember to check photography permissions specifically for any local authority care (LAC) students in your group.

Schools talks at the Exhibition:

Each day booked school groups will have the opportunity to attend a schools talk, presented by a science communicator or outreach specialist. From *Scientists Who Changed The World* to *The Human Guinea Pig Show*, the talks will be interactive, engaging and each last 30 minutes.

Spaces are limited so please follow the instructions sent via email at the start of June to reserve places for your group at the talk taking place during your visit. Any remaining places will be made available in ticket form at the Schools hub on the day. These will be issued on a first-come first-served basis.