

Health and Safety at the Royal Society

Instructions for visiting school groups

Summer Science Exhibition 2017

- Please note the Royal Society is not an exhibition centre and the normal business of work will be in process during your visit – please remind students of this prior to your visit.
- In normal situations, students are not allowed access to the staff dining room.
- Students are only allowed on the first floor, the ground floor and the basement level.
- Unless there is an issue with accessibility, students should not use the lifts to move between floors (due to the lifts giving staff access to higher floors). If a student needs to use the lift they should be accompanied by a member of your own teaching staff.
- Students should be discouraged from bringing large bags and backpacks to the Royal Society and should be mindful that they may be asked to have their bags checked.
- There is a cloakroom where coats and bags can be left but this is not supervised and it is to be used at your own risk.
- For the Summer Science Exhibition, all attendees, including school groups will need to pass through a body scanning device – please advise your students of this in advance.
- Please note that the café (on the terrace) is not wheelchair accessible, please speak to a member of staff if you would like to purchase food from the café.

Fire evacuation procedures

- Testing of the fire alarm is done every Friday morning between 8am and 9am
- Anyone witnessing a fire must immediately raise the alarm by hitting the nearest red call point located throughout the building. This will automatically sound the alarms.
- It is the responsibility of accompanying teaching staff to ensure that all students are aware of the following guidance:
 - They should know what to do in the event of a fire alarm sounding
 - They must make sure that they are familiar with the emergency exit routes within the building
 - They must keep means of escape clear from obstruction at all times
 - They must prevent any possible cause of fire
 - They must not interfere or purposely damage the Society's firefighting equipment
- For staff/students using wheelchairs, please take note of the following instructions:
 - There are safe areas throughout the building (in front of the elevators on each level) for people with a wheelchair or who can't make their ways to the fire exit.
 - It is the responsibility of the accompanying teaching staff to ensure that anyone using a wheelchair is taken to these safe areas. They will then need to wait with that person until support arrives.
 - NB teachers must notify the Royal Society in advance if they are bringing students with limited motility and or/wheelchair users. A copy of their own risk assessment, relating to mobility, must be forwarded in advance so that the facilities team can assess risks and identify potential hazards.

In the event of a fire

- On the sound of a continuous sounding fire alarm **everybody** must leave the building by the nearest available exit and proceed to the Assembly Point (for school groups, this is at the bottom of the Duke of York steps). Students should be advised of the following:
 - Do not stop to collect personal belongings
 - Do not use the lift
 - Do not re-enter the building until authorised
- Royal Society staff will have flag indicators for school groups and teachers, and students should make their way to these points.
- Teaching staff are required to carry with them their registers of students and take their own roll calls at the assembly points.
- In the event of a student not being present at the roll call, teaching staff should notify the schools manager (who will be holding the flag).

Invacuation procedure in case of external threats

- In the case of external threats or an identified 'lock down' all visitors will be notified, calmly, that an 'invacuation' situation has arisen. There will **not** be a notifying alarm sounded but Royal Society staff will make it clear that an 'incident' has arisen.
- All visitors will be expected to use the standardised RUN-HIDE-TELL procedure with the following guidance:
- There are 2 invacuation assembly points for school groups:
 - The staff dining room in the basement
 - The Kohn centre on the ground floor
- All staff and students are expected to make their way to the room nearest to them (if it is safe to do so)
- Students should be advised in advance that they may well become separated from their teachers but Royal Society staff will be on hand to supervise.
- Once the threat is over, all visitors will be notified and teaching staff should reassemble their groups to check everyone is accounted for.